

Date: [Date]

To: [Employee Name]

Subject: Notice of Assignment Dismissal - [Client Name]

Dear [Employee Name],

This letter serves as formal notification that your current assignment with our client, **[Client Name]**, will conclude effective **[Date]**.

Please be advised that this dismissal applies **strictly to this specific client assignment** and does not constitute a termination of your employment with [Company Name]. Your status as an employee of [Company Name] remains active.

The conclusion of this assignment is due to: [Insert Reason, e.g., project completion / change in client requirements].

Regarding your next steps:

- You are required to return all client-specific equipment and badges by [Date].
- Please contact [Manager/HR Name] by [Date] to discuss your availability for upcoming placements and new project assignments.
- Your current benefits and employment contract with [Company Name] remain in effect during this transition period.

We appreciate the work you performed for [Client Name] and look forward to placing you in a new role shortly.

Sincerely,

[Your Name]

[Your Title]

[Company Name]