

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Notice of Conclusion of Temporary Assignment

Dear [Employee Name],

This letter is to formally notify you that your temporary assignment with [Client Company Name] has concluded, effective immediately, [Insert Date].

As a temporary employee of [Agency Name], your employment is at-will. This conclusion of assignment does not necessarily terminate your employment relationship with our agency. Please contact your recruiter by [Insert Time/Date] to discuss your availability for future assignments and to update your contact information.

Regarding your final compensation:

- Your final paycheck for hours worked through [End Date] will be issued on [Pay Date].
- Please ensure all timesheets are submitted and approved by [Deadline].
- Any company-owned property (ID badges, keys, laptops, or equipment) must be returned to [Location/Person] by [Time/Date].

If you have any questions regarding your benefits or the offboarding process, please contact the Human Resources department at [Phone Number] or [Email Address].

We thank you for your contributions during this assignment and wish you the best in your next endeavor.

Sincerely,

[Name of Sender]

[Title]

[Agency Name]