

Date: [Insert Date]

To: [Worker Name]

Company: [Client Company Name]

Subject: Termination of Temp-to-Hire Assignment

Dear [Worker Name],

Please be advised that your temporary assignment with [Client Company Name] will conclude on [Last Day Date].

This decision is a result of a strategic internal restructuring within the company. Due to these organizational changes, the temp-to-hire position for which you were being considered has been eliminated. Please understand that this action is not a reflection of your performance or conduct during your time with us.

Regarding your final compensation:

- Your final timesheet should be submitted by [Time/Date].
- Your final paycheck, including all hours worked up to [Last Day Date], will be issued on [Pay Date] via [Payment Method].

Please return all company property, including [ID badges, keys, laptops, etc.], to [Department/Person] by the end of your final shift.

Since you are currently employed through [Staffing Agency Name], we recommend contacting your recruiter there regarding future placement opportunities. We appreciate the contributions you made during your assignment and wish you the best in your future endeavors.

Sincerely,

[Name]

[Title]

[Client Company Name]