

[Date]

[Recipient Name]

[Recipient Job Title]

[Recipient Company Name]

[Recipient Address]

Re: Notice of Termination of Assignment - Early Project Completion

Dear [Recipient Name],

This letter serves as formal notification that your assignment regarding [Project Name] will conclude on [Last Working Date].

Due to the successful and early completion of the project objectives, the services associated with this specific assignment are no longer required. As per the terms of your [Employment/Contract] agreement, this notice satisfies the required [Number of Days] notice period.

We would like to express our appreciation for your contributions, which played a vital role in finishing the project ahead of schedule. Please ensure that all project documentation, company equipment, and access badges are returned to [Department/Person Name] by [Time] on your final day.

Information regarding your final compensation and any applicable benefits will be sent to you separately by the Human Resources department.

We wish you the very best in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]