

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Assignment Termination

Dear [Recipient Name],

This letter serves as formal notification that your assignment with [Company Name] will be terminated effective [Last Working Date].

This decision is the result of a corporate directive to implement a permanent headcount freeze across the organization. Please understand that this action is strictly due to budgetary and structural changes and is in no way a reflection of your individual performance or contributions to the team.

Prior to your final day, please ensure the following:

- Return all company property, including laptop, security badge, and keys, to [Department/Person Name].
- Complete all pending timesheets and expense reports.
- Hand over any outstanding projects or files to [Manager Name].

Details regarding your final compensation and any applicable benefits will be provided to you by the Human Resources department shortly.

We thank you for your hard work and wish you the best in your future professional endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]