

Date: [Date]

To: [Worker Name]

Agency: [Staffing Agency Name]

Subject: Termination of Temporary Assignment

Dear [Worker Name],

Please be advised that your temporary-to-hire assignment with [Company Name] is being terminated, effective [Date].

This decision has been made due to performance concerns that have not met the requirements of the role. Specifically, these areas include:

- [Insert specific performance issue]
- [Insert specific performance issue]

As you are currently employed through [Staffing Agency Name], we have notified your agency representative of this decision. Please contact them directly regarding your final pay, benefits, and any future assignments through their agency.

Before leaving today, please return all company property, including [list items such as ID badges, keys, or equipment] to [Department/Person].

We wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]