

[Date]

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

Re: Termination of Temp-to-Hire Assignment

Dear [Employee Name],

This letter is to formally notify you that your temp-to-hire assignment with [Company Name], through [Staffing Agency Name], will conclude on [Last Date of Work].

After reviewing our current business needs and evaluating the requirements of the permanent position, we have decided not to move forward with a permanent offer of employment at this time. Please note that this decision is not necessarily a reflection of your individual performance, but rather a result of our current organizational requirements.

Regarding your final steps:

- Please return all company property, including keys, badges, and equipment, to [Department/Person] by [Time] on your last day.
- Ensure your final timesheet is submitted and approved by [Date/Time] to ensure timely processing of your final pay through [Staffing Agency Name].
- If you have questions regarding your final paycheck or benefits, please contact your representative at [Staffing Agency Name].

We appreciate the contributions you made during your time with us and wish you the best in your future career endeavors.

Sincerely,

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

cc: [Staffing Agency Contact Name]