

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

[Staffing Agency Name]
[Contact Person Name]
[Agency Address]

Re: Assignment Completion Feedback for [Employee Name]

Dear [Contact Person Name],

This letter is to formally notify you that [Employee Name] has successfully completed their temporary assignment with [Company Name] as a [Job Title] on [End Date].

We would like to provide the following feedback regarding their performance during this period:

Quality of Work: [Excellent/Satisfactory/Needs Improvement]
Attendance and Punctuality: [Excellent/Satisfactory/Needs Improvement]
Technical Skills: [Brief comments on proficiency]
Team Integration: [Brief comments on how they worked with others]

Overall, we were [satisfied/very satisfied] with the services provided. [Employee Name] demonstrated [specific strength, e.g., great attention to detail/strong communication skills]. Based on this experience, we [would/would not] consider this individual for future assignments.

Thank you for providing us with quality staffing support. Please feel free to contact me if you require further details.

Sincerely,

[Your Signature]
[Your Printed Name]