

Date: [Insert Date]

To: [Client Name/Accounts Payable]

Company: [Client Company Name]

Address: [Client Address]

**Subject: Final Weekly Timesheet and Billing Notification**

Dear [Contact Person Name],

Please find attached the final weekly timesheet and corresponding invoice for the assignment completed by [Consultant/Contractor Name] for the period ending [Assignment End Date].

**Assignment Details:**

Project/Role: [Project Name or Job Title]

Final Week Ending: [Date]

Total Hours Logged: [Number of Hours]

As this marks the formal conclusion of the assignment, please ensure that this final billing is processed according to our agreed payment terms. We confirm that all project deliverables have been handed over and all company equipment has been returned as of [Return Date].

We have enjoyed the opportunity to work with [Client Company Name]. Should you have any questions regarding this final invoice or require further documentation, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Company Name]