

[Company Name]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Conclusion of Phased Transition Period

Dear [Employee Name],

This letter serves as formal notification that your phased transition period, which began on [Start Date], is scheduled to conclude on [End Date].

As per our agreement dated [Agreement Date], your temporary work arrangement will end, and you will transition to the following status effective [Effective Date]:

- **Full Duty Status:** You will return to your full-time role and standard working hours.
- **New Permanent Schedule:** Your hours will be permanently set to [Specify Hours].
- **Retirement/Departure:** Your final day of employment with the company will be [Date].

During this transition, we have appreciated your contributions and your commitment to ensuring a smooth handover of responsibilities. [Optional: Add a sentence regarding any final meetings or return of company equipment].

If you have any questions regarding your benefits, final pay, or specific duties following this transition, please contact [HR Representative Name] at [Phone/Email].

Thank you for your cooperation during this period.

Sincerely,

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