

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

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

**Subject: Notice of Temporary Assignment Conclusion**

Dear [Employee Name],

This letter serves as formal notification that your temporary assignment as [Job Title] with [Company Name] will conclude on [Last Working Date].

As per the terms of your temporary contract, this assignment was scheduled to end upon [Reason for ending, e.g., project completion / the return of the permanent employee]. We would like to thank you for your contributions and hard work during this period.

Regarding the conclusion of your assignment, please note the following:

- **Final Pay:** Your final paycheck, including all hours worked up to your last day, will be issued on [Pay Date] via [Payment Method].
- **Company Property:** Please return all company property, including [Key cards, Laptops, Manuals, etc.], to [Department/Person] by the end of your final shift.
- **Contact Information:** Please ensure your contact details remain up to date in our system for the delivery of year-end tax documents.

We appreciate the professionalism you demonstrated during your time with us and wish you the very best in your future professional endeavors.

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]