

Temporary Job Assignment Completion

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Completion of Temporary Job Assignment

Dear [Employee's Name],

We would like to formally acknowledge the completion of your temporary job assignment as [Job Title] in the [Department Name]. Your assignment commenced on [Start Date] and concluded on [End Date].

During this period, you have demonstrated [mention specific skills or contributions]. We appreciate your dedication and the positive impact you have made on our team.

Please feel free to reach out if you need any documentation related to your assignment or have any questions regarding your next steps.

Thank you once again for your hard work and commitment.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]