

Concluding Temporary Role Guidelines

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Conclusion of Temporary Role - [Role Title]

Dear [Recipient's Name],

As your temporary role as [Role Title] is coming to an end on [End Date], I would like to outline the guidelines for concluding your position effectively:

1. **Final Responsibilities:** Please ensure that all pending tasks and projects are completed by your last working day.
2. **Knowledge Transfer:** Schedule a meeting with your successor or team to transfer important knowledge and resources.
3. **Return of Company Property:** Make arrangements to return any company property in your possession by [Return Date].
4. **Exit Interview:** If applicable, please participate in an exit interview for feedback on your experience.
5. **Future Communication:** Should you have any questions or need assistance post-employment, feel free to reach out.

Thank you for your contributions during your time in this role. We appreciate your efforts and wish you the best in your future endeavors.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]