

End of Temporary Assignment Notification

Date: [Insert Date]

Dear [Employee's Name],

We would like to take this opportunity to thank you for your contributions during your temporary assignment with [Company/Department Name]. Your last working day is confirmed as [Insert End Date].

We appreciate the effort and dedication you put forth during your time here and wish you all the best in your future endeavors.

If you have any questions regarding your final paycheck or other logistics, please feel free to reach out to [HR Contact or Supervisor's Name].

Thank you once again for your hard work and commitment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]