

Temporary Assignment Completion Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Company Name]

Subject: Completion of Temporary Assignment

Dear [Employee's Name],

We are writing to formally notify you that your temporary assignment as [Job Title/Description] at [Location/Department] has been successfully completed as of [Completion Date].

Your contributions during this period have been greatly appreciated, and we would like to acknowledge the hard work and dedication you demonstrated throughout the assignment.

If you have any questions or need further assistance regarding your next steps, please do not hesitate to reach out.

Thank you once again for your efforts.

Sincerely,

[Your Name]

[Your Position]

[Your Company]