

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the conclusion of my temporary position with [Company Name] as [Your Position] effective [End Date]. I would like to take this opportunity to express my gratitude for the experience and the support I received during my time in this role.

The skills and knowledge I gained while working with your team have been invaluable, and I appreciate the chance to contribute to the projects and goals of the organization.

If there are any further steps required from my side to wrap up my responsibilities, please let me know.

Thank you once again for the opportunity, and I hope to stay in touch in the future.

Sincerely,

[Your Name]