

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Employee Name]

[Employee Position]

[Employee Company]

[Company Address]

[City, State, Zip Code]

Subject: Acknowledgment of Temporary Assignment Completion

Dear [Employee Name],

We would like to extend our sincere appreciation for the successful completion of your temporary assignment as [Position or Title] from [Start Date] to [End Date]. Your contributions have been invaluable, and your efforts have significantly impacted our team's success.

During your assignment, you demonstrated remarkable skills in [specific tasks or skills]. Your ability to [specific achievements or contributions] was particularly noteworthy and did not go unnoticed.

We hope that this experience has been beneficial for you, and we encourage you to stay in touch for future opportunities within [Company Name]. We appreciate your hard work and dedication.

Thank you once again for your commitment and contributions. We wish you all the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Company]