

# Letter of Confirmation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

We are pleased to confirm the successful completion of your temporary assignment with [Company Name], which commenced on [Start Date] and concluded on [End Date].

Your contributions during this period have been invaluable, particularly in [mention specific tasks or projects]. Your professionalism and dedication helped us achieve our goals effectively.

Thank you for your hard work and commitment. We appreciate the time you spent with us and look forward to the possibility of collaborating again in the future.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]