

Notification of Conclusion of Temporary Assignment

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

We would like to formally notify you that your temporary assignment as [Position Title] with [Company Name] will conclude on [End Date]. We appreciate the contributions you have made during your time in this role.

Your final working day will be [Final Day]. Please ensure that all pending tasks are completed and any handover documentation is submitted by this date.

Thank you for your hard work and dedication during your assignment. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]