

Short-Term Hire Contract Wrap-Up

Date: [Insert Date]

To: [Employee's Name]

From: [Your Company Name]

Subject: Wrap-Up of Short-Term Hire Contract

Dear [Employee's Name],

We would like to take this opportunity to thank you for your contributions during your short-term hire period with [Your Company Name], which commenced on [Start Date] and concluded on [End Date]. Your efforts have made a significant impact on our team, and we truly appreciate your hard work and dedication.

As a reminder, your final paycheck will be processed on [Payment Date], and any remaining benefits or entitlements will be outlined in the attached documents.

We hope you have gained valuable experience during your time with us, and we wish you all the best in your future endeavors.

Thank you once again for being a part of our team.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]