

Temporary Employment Agreement Conclusion

Date: [Insert Date]

To: [Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

This letter serves to formally conclude your temporary employment with [Company Name], effective [End Date]. Your role as [Job Title] has been greatly appreciated, and we thank you for your contributions during this period.

Your final paycheck will be processed and sent to you in accordance with our regular payroll schedule, reflecting any remaining compensation and accrued benefits.

If you have any questions or need further assistance, please do not hesitate to contact us.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, Zip Code]