

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee Name]
[Employee Job Title]
[Employee Address]
[City, State, Zip Code]

Subject: Termination of Temporary Position

Dear [Employee Name],

We regret to inform you that your temporary position as [Job Title] with [Company Name] will be terminated effective [Termination Date]. This decision was made after careful consideration and is in accordance with the terms of your temporary employment agreement.

We appreciate your contributions during your time with us and wish you the best in your future endeavors. Please feel free to reach out to our HR department at [HR Contact Information] should you require any further information regarding this termination.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]