

Temporary Staff Engagement End Notification

Date: [Insert Date]

To: [Staff Member's Name]
[Staff Member's Address]

Dear [Staff Member's Name],

We would like to take this opportunity to thank you for your contributions to [Company Name] during your temporary engagement as [Position Title]. Your commitment and hard work have been greatly appreciated.

This letter is to formally notify you that your temporary engagement will conclude on [End Date], as per the terms outlined in your engagement agreement. Please ensure that all company property in your possession is returned by this date.

If you have any questions regarding your final paycheck or the return of company property, please do not hesitate to contact [Contact Person's Name] at [Contact Person's Email/Phone Number].

We wish you all the best in your future endeavors and hope our paths may cross again.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Company Contact Information]