

Project-Based Labor Termination Notice

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision is made in light of the completion of the project you were assigned to, titled "[Project Name]."

We highly appreciate the contributions you made during your time with us. Your commitment and efforts have been valuable to the project. If you require any assistance during your transition or need a reference, please feel free to reach out.

Thank you once again for your service to [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]