

Project Completion Termination Letter

Date: [Insert Date]

To,

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

Dear [Employee's Name],

We hope this message finds you well. We are writing to formally notify you of the termination of your project-based employment with [Company Name], effective [Last Working Day]. This decision comes on the completion of the project you were assigned to, titled "[Project Name]."

Your contributions have been invaluable, and we sincerely appreciate the dedication and effort you put into ensuring the project's success. We are proud of what we have achieved together.

As outlined in your contract, this letter serves as a formal notice of the end of your employment once the project has concluded. Please ensure that all project materials and documents are returned by your last working day.

Should you have any questions about your final paycheck or other employment-related matters, do not hesitate to reach out to [HR Contact Information]. We wish you all the best in your future endeavors.

Thank you once again for your hard work.

Sincerely,

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