

Conclusion of Temporary Work

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Conclusion of Temporary Employment

Dear [Employee's Name],

We would like to take this opportunity to thank you for your contributions during your temporary assignment with [Company Name]. Your dedication and hard work have been appreciated, and you have made a positive impact on our team.

This letter serves to formally conclude your temporary employment, which will end on [Last Working Day]. Please ensure that all company property is returned and that you complete any outstanding tasks before your departure.

We wish you all the best in your future endeavors and hope to stay in touch.

Best regards,

[Your Name]

[Your Position]

[Company Name]