

Letter of Discontinuation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your temporary job assignment with [Company Name] will be discontinued effective [Last Working Day, e.g., MM/DD/YYYY]. We appreciate the contributions you have made during your time with us.

This decision stems from [brief explanation, e.g., project completion, budget constraints, etc.]. Your final paycheck will include all hours worked up to the termination date and any applicable accrued benefits.

We encourage you to reach out if you have any questions regarding this matter, or if you need further assistance during this transition.

Thank you for your efforts and dedication during your time here. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]