

Notification of Conclusion of Temporary Work

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We would like to formally notify you that your temporary work arrangement with [Company Name] will conclude on [End Date]. We appreciate your contributions during your time with us and wish you all the best in your future endeavors.

If you have any questions regarding the conclusion of your contract or any other matters, please feel free to contact [Contact Person] at [Contact Information].

Thank you for your hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]