

# Temporary Employment Termination Notice

[Your Company Letterhead]

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 employment with [Company Name] will be terminated effective [Insert Termination Date]. This decision has been made as [reason for termination, e.g., the conclusion of the project/assignment/season].

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

If you have any questions regarding your final paycheck or other benefits, please feel free to reach out to [HR Contact Name] at [HR Contact Phone Number] or [HR Email Address].

Thank you once again for your time and effort at [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]