

Temporary Staff Job Termination Notice

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your temporary employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made in accordance with our staffing needs and project requirements.

We appreciate the effort and contributions you have made during your time with us. Your work on [specific project or task] was invaluable, and we thank you for your dedication.

Please ensure that all company property is returned by your final day of employment. Your final paycheck will be processed and sent to you in accordance with our usual payroll schedule.

If you have any questions or need further assistance, please feel free to reach out to [Contact Person/Department].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]