

Service Completion Acknowledgment

Date: _____

To: [Employee Name]

From: [Company Name]

Subject: Acknowledgment of Service Completion

Dear [Employee Name],

We are pleased to acknowledge the successful completion of your service with [Company Name]. This letter serves as a formal recognition of your contributions during your tenure from [Start Date] to [End Date].

Your dedication, expertise, and professionalism have been invaluable to our team and have significantly contributed to our goals and successes.

We wish you all the best in your future endeavors and thank you for your time spent with us. Please feel free to reach out should you need any assistance or references as you move forward.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]