Completion Notice

Date: [Insert Date]

To: [Temp Worker Name]

[Temp Worker Address]

[City, State, Zip Code]

Dear [Temp Worker Name],

We are writing to inform you that your temporary assignment with [Company Name] will be completed as of [Completion Date]. We appreciate your contributions during your time with us.

Please ensure that you return any company property and complete any necessary exit procedures by the end of your last workday.

Thank you for your hard work and dedication. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]