

Letter of Conclusion of Temporary Worker Engagement

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We would like to take this opportunity to thank you for your hard work and dedication during your time with us as a temporary worker. Your contribution has been invaluable to our team.

This letter serves to formally conclude your engagement with [Company Name] effective [End Date]. As per our agreement, your final paycheck will be processed and mailed to you by [Payment Date].

We wish you all the best in your future endeavors and encourage you to apply for any future openings that match your skills.

Thank you once again for your service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]