

# End of Assignment Letter

[Your Company Letterhead]

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 contributions to [Company Name] during your temporary assignment as [Job Title]. Your last working day will be [End Date].

We appreciate the efforts you have put forth in your role, and we hope that you have gained valuable experience during your time with us.

Please make arrangements to return any company property by your last working day. If you have any questions regarding your final paycheck or future employment opportunities, feel free to reach out to our HR department.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]