

Notification of Temporary Position Termination

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your temporary position as [Job Title] will be terminated effective [Termination Date]. This decision is due to [reason for termination, e.g., project completion, budget constraints, etc.].

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Should you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]