

Letter of Release from Temporary Employment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

We are writing to formally notify you of your release from temporary employment with [Company Name], effective [Insert Date].

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

If you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]