

Temporary Employment Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your temporary employment with [Company Name] will be terminated effective [Termination Date]. This decision is due to [brief explanation of the reason, e.g., completion of project, end of season, etc.].

We appreciate the contributions you made during your time here and wish you the best in your future endeavors. Your final paycheck, including any outstanding wages, will be processed and sent to you by [date].

If you have any questions regarding this termination or your final paycheck, please feel free to contact [Supervisor's Name] at [Supervisor's Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]