

Temporary Contract Termination Notice

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 contract for the short-term assignment as [Job Title] will be terminated effective [Termination Date]. This decision has been made due to [brief explanation if necessary, e.g., completion of project, budget constraints].

Your contributions during this period have been greatly appreciated, and we thank you for your hard work and dedication.

Please ensure that all company property is returned by your termination date. Should you have any questions regarding your final paycheck or any other matters, feel free to reach out to [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]