

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Job Title]

Department: [Department Name]

Dear [Employee's Name],

We are writing to formally conclude your temporary job assignment with [Company Name], which commenced on [Start Date] and will end on [End Date]. We would like to take this opportunity to thank you for your hard work and dedication during your time with us.

Your contributions to [specific projects or tasks] were invaluable, and we appreciate the professionalism you demonstrated throughout your assignment. Your efforts have made a substantial impact on our team.

We wish you all the best in your future endeavors. Please feel free to reach out to us if you need a reference or any assistance in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]