

Remote Worker Contract Conclusion

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We hope this message finds you well. We would like to formally conclude your remote worker contract dated [Insert Contract Date]. Your contributions over the past [Insert Duration] have been invaluable, and we appreciate your hard work and dedication.

As per the terms of our agreement, your final paycheck will be processed on [Insert Payment Date], and any remaining company property should be returned by [Insert Return Date].

Thank you once again for being a part of our team. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]