

# Closure of Temporary Job Position

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hope this message finds you well. We would like to express our gratitude for your contributions during your temporary employment with us as [Job Position]. Your hard work and dedication have been greatly appreciated.

As outlined in your initial agreement, your temporary position will conclude on [End Date]. We want to remind you to return any company property you may have by that date.

We wish you all the best in your future endeavors. If you need a reference or further assistance, please feel free to reach out.

Thank you once again for your service.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]