

Conclusion of Temporary Employment Agreement

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally conclude your temporary employment agreement with [Company's 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 contributions during your time with us.

As per the terms of your agreement, your last working day will be [Last Working Day]. Please ensure that all company property is returned by this date and that any outstanding tasks are completed.

We appreciate your efforts and wish you all the best in your future endeavors. Should you require any references or assistance, please feel free to reach out.

Thank you once again, and best regards.

Sincerely,

[Your Name]

[Your Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]