

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

## **Subject: Confirmation of Temporary Contract End**

Dear [Employee's Name],

This letter serves as confirmation that your temporary contract with [Company Name] will conclude on [End Date] as per our agreement.

We thank you for your contribution during your time with us and wish you the best in your future endeavors.

Please feel free to reach out if you have any questions regarding your contract termination.

Sincerely,

[Your Name]

[Your Position]

[Company Name]