

End of Service Letter

Date: [Insert Date]

To,
[Employee's Name]
[Employee's Address]

Dear [Employee's Name],

We would like to thank you for your hard work and dedication during your time with [Company Name] as a temporary employee. Your agreement with us will officially end on [Insert End Date].

This letter serves to confirm that your end of service date is [Insert End Date]. We appreciate your contributions and the efforts you have made during your tenure.

Please ensure that all company property is returned by your last working day, and feel free to reach out if you have any questions regarding your final paycheck or any other matters.

Wishing you all the best for your future endeavors.

Sincerely,
[Your Name]
[Your Position]
[Company Name]