

# Wrap-Up Letter for Temporary Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

As your temporary employment period comes to a close on [End Date], we would like to take this opportunity to express our gratitude for your contributions during your time with us.

You have played a vital role in [mention specific projects, tasks, or responsibilities]. Your hard work and dedication have positively impacted our team and organization.

We appreciate your effort in adapting to our work environment and helping us achieve our goals. Your professionalism and enthusiasm did not go unnoticed.

We would also like to inform you that we will provide you with a reference, should you need one in the future. Please keep in touch with us, as we value the connections made during your time here.

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]