

Job Completion Statement

Date: [Insert Date]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to inform you that the job we undertook for [Description of the Job/Project] has been successfully completed as of [Completion Date].

The following tasks have been performed:

- [Task 1]
- [Task 2]
- [Task 3]

All work has been carried out in accordance with our agreement and to your satisfaction. We appreciate the opportunity to work with you and look forward to future projects.

Thank you for your business.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]