

**End of Assignment – Temporary Employee**

*(COPY TO AGENCY LETTERHEAD)*

Date

Name

Address

City, State, Zip Code

Dear **Employee Name**:

This is to inform you that your temporary assignment will be ending on **(date)** at **(time)**. Your efforts in assisting this office in meeting its objectives have been fully noted and appreciated.

**[(Optional)** Please note that as a temporary employee, your job performance has been recorded as **(satisfactory or excellent)**].

Please return all state property immediately.

Sincerely,

**(Name of Supervisor)**

**(Title)**

c: Employee Personnel File  
Office Administrator