

Contract completion exit letter

Subject: Completion of Contract

Dear [Employee Name],

This letter confirms the completion of your contractual engagement with [Company Name] as [Job Title], effective [End Date].

We sincerely appreciate your dedication and performance throughout the contract period. Kindly ensure all work is finalized and company assets are returned.

We wish you continued success in your future assignments.

Best regards,

[Your Name]

[Your Position]

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