Assignment end email

As soon as the client confirms the end date, ideally at least a week ahead for planned ends. For early ends the client decides at short notice, call the worker first and send the email the same day.

PLANNED END OF ASSIGNMENT

Subject: Your assignment at [Client Site] ends [End Date]

Hi [First Name],

[Client Company] has confirmed that the [Job Title] assignment at [Client Site] will end on [End Date], as the [project / seasonal peak] wraps up. Thank you for the work you've put in. [Site Supervisor] told us you were [specific feedback, e.g. one of the most reliable people on second shift].

Before your last day:
- Submit your final timesheet by [Timesheet Deadline] so it's approved for the [Pay Date] payroll.
- Return [badge / PPE / scanner] to [Site Contact].

What's next: we have [type of roles] coming up in [area]. Reply or call me at [Phone Number] by [Date] to let me know you're available, and I'll put you forward first.

[Your Name]
[Title], [Agency Name]

EARLY END

Subject: Update on your assignment at [Client Site]

Hi [First Name],

Following our call, this confirms that [Client Company] has ended the [Job Title] assignment early, effective [End Date]. [Brief, factual reason if appropriate, e.g. their order volume dropped and they've reduced the temporary team by 15 people.]

You'll be paid for all hours worked through [End Date] on [Pay Date]. Please return [items] to [Contact] or drop them at our office by [Date].

This doesn't change your standing with us. I'm already looking at [open orders], and I'll call you by [Date]. Please contact us by [Date] to confirm you're available for new work.

[Your Name]
[Title], [Agency Name]

CONFIRMING THE END WITH THE CLIENT

Subject: Confirming end date for [Worker Name] at [Client Site]

Hi [Client First Name],

Confirming that [Worker Name]'s assignment as [Job Title] will end on [End Date], per your note on [Date].

- Final timesheet: please approve by [Timesheet Deadline].
- Site access and equipment: [Site Contact] will collect [items] on the last shift.
- Feedback: would you rate [Worker Name]'s performance and say whether you'd take them back? It helps us place them well.

If you need cover for the remaining [shifts / weeks], or want to convert [Worker Name] to a permanent role, let me know.

[Your Name]
[Title], [Agency Name]

SHORT NOTICE WITH REDEPLOYMENT

Subject: Your next assignment

Hi [First Name],

Your assignment at [Client Site] ends [End Date]. Good news: we have a [Job Title] role at [New Client Site] starting [New Start Date], $[Pay Rate]/hr, [Shift].

Reply YES by [Deadline] and I'll confirm the details.

[Your Name]
[Agency Name]

SUBJECT LINE IDEAS

- Your assignment at [Client Site] ends [End Date]
- Update on your assignment at [Client Site]
- End of assignment notice: [End Date]
- Your last day at [Client Site] and what's next
- Confirming end date for [Worker Name] at [Client Site]
- Your next assignment
- Temp assignment ending: final timesheet and next steps

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] at [Agency Name]. Your assignment at [Client Site] ends [End Date]. Please submit your final timesheet by [Timesheet Deadline]. We have new work coming up, so call or text me at [Phone Number] to stay on the list.

Placeholders to replace: [First Name], [Worker Name], [Job Title], [Client Company], [Client Site], [New Client Site], [Client First Name], [Site Supervisor], [Site Contact], [End Date], [Timesheet Deadline], [Pay Date], [Pay Rate], [Phone Number], [Your Name], [Title], [Agency Name]