

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Completion of Work Performance

I am writing to formally inform you of the completion of the work performance related to [specific project or task] that was undertaken from [start date] to [completion date].

Throughout this period, I have [briefly describe key accomplishments and contributions]. This work has yielded [mention any significant results or outcomes].

I have ensured that all deliverables are met in accordance with the outlined objectives and standards. Please find attached [mention any supporting documents if applicable].

Thank you for the support during this project. I look forward to your feedback and any further discussions regarding future projects.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]