[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Job Closure Report
I am writing to formally report the closure of the [Job Title/Project Name] as of [Closure Date].
**Overview:**
- Job Title: [Insert Title]
- Project Start Date: [Start Date]
- Closure Date: [Date]
- Reason for Closure: [Brief explanation]
**Final Outcomes:**
- Summary of work completed.
- Key deliverables achieved.
- Stakeholder feedback, if applicable.
**Next Steps:**
- Any recommendations for future projects.
- Pending issues or tasks that require attention.
I appreciate the support from the team and stakeholders throughout this project. Please feel free to reach out if you have any questions or need further clarification.
Thank you for your understanding.
Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]