

RE: End of Temporary/Seasonal Assignment

Dear

The purpose of this letter is to notify you that your temporary/seasonal assignment has ended. Your end date for this assignment is effective .
I appreciate the service that you have provided the citizens of Round Rock while working at the .

Please take the following steps to complete the employment separation process with the City of Round Rock:

- Please submit your City identification, return City uniforms and/or equipment (if issued); and
- Pick up your last payroll check at the HR office. If you have any questions regarding your final paycheck, please contact the Human Resources Department at (512) 218-5490.

Please contact me at (512) should you have any questions or require additional information regarding this matter.

xc: Valerie LaCour Francois, Director of Human Resources & Civil Service
Employee Personnel File