

**Nova Management, Inc.**  
659 Abrego Suite 5  
Monterey, CA 93950  
Tel: 800-720-0344

## **Completion of Assignment**

Employee: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Please tell us the reason the assignment ended:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

End Date of Assignment: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Client Company: \_\_\_\_\_

**Please notify the employee to forward their resume to our corporate office either via fax: 831-373-4517 or email: [info@novamanagement.com](mailto:info@novamanagement.com). We will make every effort to facilitate locating new employment.**