

[Company Name]
[Street Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]

Re: Notice of Seasonal Layoff

Dear [Employee Name],

This letter is to formally notify you that your seasonal employment with [Company Name] will conclude on [Last Working Date] due to the scheduled end of the current season.

As discussed at the time of your hire, your position was designated as seasonal. Your final paycheck, including payment for all hours worked up to and including your last day, will be issued on [Pay Date] via [Payment Method].

Regarding your benefits and future status:

- [Insert information regarding unused vacation/PTO if applicable]
- [Insert information regarding return of company property/uniforms]
- [Insert information regarding eligibility for re-hire next season]

We want to thank you for your hard work and contributions during this busy season. We appreciate your efforts and wish you the best in your future endeavors.

If you have any questions regarding your final pay or transition, please contact [Name of Contact Person] at [Phone Number/Email].

Sincerely,

[Your Name]
[Your Title]
[Company Name]