

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notice of End of Season Temporary 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 end of the current business season.

As per your temporary employment agreement, this is a scheduled seasonal layoff. Please note the following information regarding your departure:

- **Final Paycheck:** Your final paycheck, including all hours worked up to your last day [and any accrued vacation time, if applicable], will be issued on [Pay Date] via [Direct Deposit/Check].
- **Company Property:** Please return all company property, including keys, badges, and tools, to [Department/Manager Name] by the end of your final shift.
- **Future Employment:** We anticipate our next season will begin on or around [Expected Return Date]. While this layoff is temporary, recall is based on business needs and is not guaranteed. We will contact you at [Employee Email/Phone Number] if a position becomes available for the new season.

Thank you for your hard work and contributions during this season. We wish you the best during the off-season.

Sincerely,

[Your Name]

[Your Title]

[Company Name]