

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [Employee ID Number]

**Subject: Notice of Early Seasonal Layoff**

Dear [Employee Name],

We are writing to formally notify you that your seasonal employment with [Company Name] will end earlier than originally anticipated. Your last day of work will be [Last Working Day Date].

While your seasonal position was initially scheduled to continue until [Original End Date], this early termination is due to [unforeseen changes in operational requirements / a decrease in business volume / early completion of the seasonal project]. This decision is based strictly on business needs and is not a reflection of your individual performance.

**Final Pay:**

Your final paycheck, which includes payment for all hours worked up to your last day [plus any accrued vacation/PTO, if applicable], will be issued on [Date] via [Direct Deposit/Check].

**Company Property:**

Please return all company property, including [keys, badges, laptops, uniforms, or tools], to [Department/Manager Name] by the end of your final shift.

**Benefits and References:**

Information regarding your [eligibility for unemployment benefits / status of seasonal insurance] is attached to this letter. We would be happy to provide a letter confirming your dates of employment upon request.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]