

[Company Name]  
[Company Address]  
[Date]

To [Employee Name],

Subject: Notice of End of Seasonal Employment

Dear [Employee Name],

As discussed during your hiring process, your position as [Job Title] was a temporary role specifically for the peak holiday season. We are writing to formally notify you that your seasonal employment will conclude on [Last Working Day].

We want to thank you for your hard work and contribution during our busiest time of the year. Your efforts helped our team meet our sales targets and provide excellent service to our customers.

Regarding your final steps:

- Your final paycheck, including all hours worked up to your last day, will be issued on [Pay Date] via [Direct Deposit/Check].
- Please return your [Company Property, e.g., ID badge, keys, uniforms] to [Manager Name] by the end of your final shift.
- If you are interested in future seasonal or permanent opportunities, we encourage you to monitor our careers page and reapply.

We wish you the very best in your future professional endeavors.

Sincerely,

[Manager Name]  
[Title]  
[Company Name]