

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

[Date]

[Employee Name]
[Employee ID]
[Address]

Subject: Notice of Seasonal Layoff

Dear [Employee Name],

This letter is to formally notify you that due to the scheduled holiday staff reduction and the conclusion of our seasonal peak, your employment with [Company Name] will end effective [Last Working Date].

As discussed during your hiring, this position was seasonal in nature. We want to thank you for your hard work and contributions during our busiest time of the year.

Please note the following details regarding your departure:

- **Final Paycheck:** You will receive your final wages on [Date] via [Direct Deposit/Check]. This will include payment for all hours worked up to your final date.
- **Company Property:** Please return all company property, including [Keys, Badges, Uniforms, Equipment], to your supervisor by [Time] on your last day.
- **Future Opportunities:** We will keep your records on file and encourage you to apply for future seasonal or permanent openings as they become available.

If you have any questions regarding your final pay or employment status, please contact the Human Resources department at [Phone Number] or [Email Address].

We appreciate your service and wish you the best in your future endeavors.

Sincerely,

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