

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Seasonal Layoff

Dear [Employee Name],

As the summer season at [Resort Name] comes to a close, this letter serves as official notice that your seasonal employment will conclude on [Last Working Date].

We want to thank you for your hard work and contribution to our team during this busy period. Your final paycheck, including all hours worked and any accrued benefits, will be issued on [Date] via [Payment Method].

Please return all company property, including [List items: uniforms, keys, ID badges], to the Human Resources office by your final day.

We would welcome the opportunity to work with you again next year. We will begin recruiting for the [Year] summer season on [Month/Date]. Please keep your contact information updated with us so we can reach out regarding future openings.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Resort Name]