

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

[Employee Name]  
[Employee ID Number]  
[Address]  
[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally notify you that your seasonal employment with [Company Name] will end on [Last Working Date] due to the conclusion of the [Year/Season] harvest and production cycle.

As a seasonal worker, your employment was scheduled to coincide with our peak agricultural period. Because the current season is coming to an end, there is no longer a requirement for your position at this time. Please note that this layoff is due to the seasonal nature of the work and is not a reflection of your job performance.

**Final Pay and Benefits:**

Your final paycheck, including payment for all hours worked up to [Last Working Date], will be issued on [Pay Date] via [Check/Direct Deposit]. [Include information about any accrued vacation or bonuses if applicable].

**Return of Property:**

Please return all company property, including [tools, keys, ID badges, or equipment], to [Supervisor Name] by the end of your final shift.

**Future Employment:**

We appreciate your hard work during this season. We will keep your contact information on file and may contact you regarding potential re-employment when the next season begins in [Month/Year]. Please notify us if your contact details change.

If you have any questions regarding your final pay or unemployment benefits eligibility, please contact [Name/Department] at [Phone Number/Email].

Thank you for your contributions to our farm operations this year. We wish you the best in your future endeavors.

Sincerely,

[Signature]  
[Sender Name]  
[Title]