

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

[Date]

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

Subject: Notice of Seasonal Layoff

Dear [Employee Name],

This letter is to officially notify you that your current employment with [Company Name] will end temporarily due to our scheduled seasonal shutdown. Your last day of work will be [Last Working Date].

Please be advised that this is a seasonal layoff and is not related to your individual job performance. We currently anticipate recalling employees for the next season on or around [Expected Recall Date], though this date is subject to change based on business needs.

Regarding your benefits and final pay:

- Your final paycheck will be issued on [Pay Date] and will include payment for all hours worked up to your last day.
- [Information regarding health insurance/benefits status during layoff].
- You may be eligible for unemployment insurance benefits during this period. Please contact your local unemployment office for more information.

Please return any company property, such as [keys, badges, tools, or laptops], to [Department/Manager Name] by [Date/Time].

We will contact you via [phone/email] regarding your official recall date. Please ensure that we have your most current contact information on file before your last day.

Thank you for your hard work this season. We look forward to working with you again soon.

Sincerely,

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