

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

[Date]

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

Dear [Employee Name],

This letter is to formally notify you that your seasonal employment with [Company Name] will conclude on [Last Day of Work Date] due to the end of our current operating season.

We want to thank you for your hard work and contributions during this period. We are pleased with your performance and, as a result, we intend to invite you back for the upcoming [Season Name] season.

Our tentative plans are to begin rehiring for the next season on or around [Tentative Rehire Date]. Please note that this rehire intent is based on projected business needs and is not a formal guarantee of future employment. A formal offer letter will be sent closer to that date.

Regarding your final compensation, you will receive your last paycheck on [Date]. Please ensure that your contact information, including your mailing address and phone number, remains current in our records so we can reach you regarding re-employment opportunities.

If you have any questions regarding your benefits or the rehire process, please contact [Contact Name/HR Department] at [Phone Number/Email Address].

We enjoyed having you on our team and look forward to the possibility of working with you again next season.

Sincerely,

[Your Name]
[Your Title]