

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

[Date]

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

Re: Notice of Seasonal Layoff

Dear [Employee Name],

This letter is to formally notify you that due to the completion of the [Project Name] project and the conclusion of the current work season, your employment with [Company Name] will end on [Effective Date].

As this is a seasonal layoff based on project completion, we anticipate a potential recall for the next season. While we cannot guarantee a specific date, we expect work to resume on or about [Estimated Return Date]. We will contact you at that time if a position is available.

Please note the following information regarding your departure:

- **Final Pay:** Your final paycheck, including all hours worked up to [Effective Date], will be issued on [Pay Date].
- **Benefits:** Your health insurance and other benefits will continue through [Date]. You will receive separate information regarding COBRA coverage if applicable.
- **Company Property:** Please return all company property, including [keys, tools, laptop, ID badges], to your supervisor by your final work day.
- **Contact Information:** Please notify us if your mailing address or phone number changes during the layoff period so we can reach you regarding future work.

We appreciate the hard work and dedication you provided during this project. We wish you the best during the off-season and look forward to the possibility of working with you again next year.

Sincerely,

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