

[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 your seasonal employment for the winter operations period is concluding. Your last day of work will be [Date].

As discussed at the time of your hire, this position was seasonal and scheduled to end with the conclusion of the winter season. This layoff is due to the seasonal nature of our operations and is not a reflection of your individual performance.

Please note the following information regarding your departure:

- **Final Pay:** You will receive your final paycheck on [Date], which will include all hours worked up to your last day.
- **Company Property:** Please return all company-issued equipment, including [keys, uniforms, tools, etc.], to [Department/Person] by [Date].
- **Future Employment:** We thank you for your hard work during this busy season. You are eligible for rehire for the next winter season. Please monitor our careers page or contact [Name/HR] in [Month] regarding potential opportunities for next year.

If you have questions regarding unemployment benefits or your employment record, please contact the Human Resources department at [Phone Number/Email].

Thank you for your contributions to [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]