

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Expiration of Seasonal Employment Contract

Dear [Employee Name],

This letter serves as formal notification that your fixed-term seasonal employment contract with [Company Name] is scheduled to end on [Contract End Date].

As specified in your employment agreement dated [Start Date], your position was for a fixed duration to support our seasonal operations. As the season is coming to a close, your employment will conclude at the end of your shift on the date mentioned above.

Please ensure that all company property, including [list items: keys, ID badges, uniforms, tools], is returned to [Department/Person] by your final day. Your final paycheck, including any accrued wages and applicable holiday pay, will be issued on [Date] via [Payment Method].

We would like to thank you for your hard work and contributions during this busy period. We wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]