

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

[Date]

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

Subject: Notice of End of Seasonal Employment

Dear [Employee Name],

This letter is to formally notify you that your seasonal employment with [Company Name] will conclude on [Last Working Date], as specified in your employment agreement.

As this was a fixed-term seasonal position, your contract will not be renewed or extended beyond this date. Please ensure that all company property, including [list items: keys, ID badges, equipment], is returned to the [Department Name] by the end of your final shift.

Information regarding your final paycheck and any accrued benefits will be sent to you separately by the Human Resources department.

Thank you for your hard work and contributions during this busy season. We wish you the best in your future professional endeavors.

Sincerely,

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