

Dear [Staff Member Name],

As the season comes to a close, I want to take a moment to thank you for your hard work and dedication during your time with [Company/Project Name].

Your contributions have been vital to our success over the past few months. We truly appreciated your [mention a specific skill or positive trait, e.g., energy, reliability, or teamwork] during our busiest periods. It has been a pleasure having you as part of our team.

Although your seasonal contract is ending on [Last Date], we hope you carry the experience gained here into your future endeavors. Please let us know if you would like us to provide a professional reference for your next role.

We wish you the very best of luck in your next chapter, and we hope to see you again in future seasons.

Best regards,

[Your Name]

[Your Title]

[Company Name]