

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

[Date]

To Whom It May Concern,

This letter is to formally verify the seasonal employment of [Employee Full Name] at [Company Name] for the holiday retail season.

Employment Details:

- **Employment Status:** Seasonal / Temporary
- **Job Title:** [Job Title, e.g., Seasonal Sales Associate]
- **Start Date:** [Start Date]
- **End Date:** [End Date / Expected End Date]
- **Current Pay Rate:** \$[Amount] per [Hour/Week]

During this period, the employee has completed [Number] hours per week on average. As this is a holiday seasonal position, the employment is scheduled to conclude on or around [Date].

Please feel free to contact the [Department Name, e.g., Human Resources Department] at [Phone Number] or [Email Address] if you require further information.

Sincerely,

[Signature]

[Printed Name]
[Title]
[Company Name]