

[Company Letterhead]

[Date]

[Recipient Name or To Whom It May Concern]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Seasonal Employment

Dear [Recipient Name],

This letter is to confirm that [Employee Full Name] is currently employed with [Company Name] as a seasonal Tax Preparer for the [Year] tax season.

Employment Details:

- **Start Date:** [Start Date]
- **Expected End Date:** [End Date/Tax Deadline]
- **Position Title:** [e.g., Seasonal Tax Professional / Junior Accountant]
- **Employment Status:** Seasonal / Temporary
- **Current Pay Rate:** \$[Amount] per [Hour/Week/Month]
- **Average Hours per Week:** [Number of Hours]

Please note that as this is a seasonal position, employment is scheduled to conclude on or around [End Date].

If you require any further information or have additional questions, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Job Title]

[Company Name]