

[Company Letterhead/Logo]

[Current 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 formally verify the seasonal employment of **[Employee Full Name]** with **[Company Name/Resort Name]** for the [Year/Year] winter season.

Employment Details:

- **Job Title:** [e.g., Ski Instructor, Lift Operator, Rental Technician]
- **Employment Start Date:** [Start Date]
- **Expected End Date:** [End Date]
- **Employment Status:** [Seasonal Full-Time / Seasonal Part-Time]
- **Average Hours Per Week:** [Number of Hours]
- **Rate of Pay:** [Amount] per [Hour/Month]

During their tenure, [Employee Name] is responsible for [briefly list 1-2 primary duties, e.g., providing guest safety services and maintaining equipment].

If you require any additional information or have further questions, please feel free to contact the Human Resources department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]