

[Company Letterhead]
[Date]

To Whom It May Concern,

This letter is to confirm the seasonal employment of [**Employee Full Name**] at [**Company Name**].

The employee was hired for a seasonal position during the [**Year**] [**Season, e.g., Summer/Winter**] university break. Their employment dates were as follows:

- **Start Date:** [Month Day, Year]
- **End Date:** [Month Day, Year]
- **Job Title:** [Job Title]

During this period, the employee worked approximately [**Number**] hours per week at a rate of [**Pay Rate**] per [**Hour/Month**]. Their primary responsibilities included [Brief List of Duties].

This employment was temporary in nature, specifically intended to coincide with the university academic calendar.

If you require any further information, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Supervisor/HR Representative]
[Title]
[Company Name]