

[Company Header/Logo]

[Date]

[Recipient Name or "To Whom It May Concern"]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Full Name]

Dear [Recipient Name],

This letter is to formally verify the seasonal employment of [Employee Full Name] with [Company Name].

Employment Dates: [Start Date] to [End Date/Present]

Job Title: [Job Title, e.g., Event Staff / Production Assistant]

Employment Status: Seasonal / Temporary

During the [Year/Season] season, [Employee Name] was responsible for [list 2-3 brief duties, e.g., guest services, equipment setup, and crowd management].

If you require any further information or have additional questions regarding this employee's history with our organization, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]