

Notice of Contract Termination

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as official notice of the termination of your seasonal employment with [Company Name], effective [Last Working Day, Date].

As per the terms of your employment contract, your seasonal position was set to conclude at the end of the [specific season, e.g., summer/winter], and this notice formalizes the end of your employment as agreed upon.

We want to thank you for your contributions during your time with us. Your skills and efforts have been greatly appreciated. If you would like to apply for future openings, we encourage you to do so.

Please return any company property on or before your last working day. Should you have any questions regarding your final paycheck or benefits, do not hesitate to reach out to our HR department.

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]