

Termination of Services

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We appreciate the efforts you have put into your work as a seasonal employee with [Company Name]. We are writing to inform you that your seasonal employment will be terminated as of [Last Working Day].

This decision is in accordance with our seasonal staffing needs, which vary based on the time of year. We thank you for your dedication and hard work during your time with us, and we wish you the best in your future endeavors.

If you have any questions regarding your final paycheck or benefits, please do not hesitate to reach out to us.

Thank you once again for your service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]