

[Date]

[Worker Full Name]

[Worker Address]

[City, State, Zip Code]

Subject: Confirmation of Registration for Returning Seasonal Employment

Dear [Worker Name],

We are pleased to confirm that we have received and processed your registration for the upcoming [Year/Season] season at [Company Name].

This letter serves as official confirmation that your spot as a returning seasonal worker has been reserved. Please find your preliminary start details below:

- **Expected Start Date:** [Date]
- **Position:** [Job Title]
- **Reporting Manager:** [Manager Name]
- **Location:** [Worksite/Department]

Please note that this start date is subject to weather conditions and operational requirements. We will contact you via [email/phone] one week prior to your start date to confirm the exact reporting time and any necessary documentation you may need to bring.

We are excited to have you back on our team for another successful season. If you have any questions or if your contact information has changed, please contact the HR department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]