

[Company Logo/Header]

[Date]

[Student Name]

[Student Address]

[City, State, Zip Code]

Subject: Confirmation of Summer Break Seasonal Worker Registration

Dear [Student Name],

We are pleased to confirm that your registration for the [Year] Summer Break Seasonal Worker program at [Company Name] has been successfully processed.

Your registration details are as follows:

- **Employee ID:** [ID Number]
- **Department:** [Department Name]
- **Position:** [Job Title]
- **Start Date:** [Date]
- **End Date:** [Date]

Please report to [Location/Office] at [Time] on your first day. You will need to bring the following documents for verification:

- Proof of student enrollment
- Valid government-issued identification
- [Additional Document 1]
- [Additional Document 2]

An orientation session will be held on [Orientation Date] to provide you with your schedule, safety training, and site-specific guidelines.

If you have any questions regarding your placement or the registration process, please contact the Human Resources department at [Phone Number] or [Email Address].

We look forward to having you join our team for the summer season.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]