

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Subject: Confirmation of Temporary Seasonal Employment Registration

Dear [Employee Name],

We are pleased to confirm that your registration for temporary seasonal employment with [Company Name] has been successfully processed.

Please find your assignment details below:

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

As a seasonal employee, your employment is for a specific peak period and is temporary in nature. Please ensure you bring your identification documents on your first day to complete any remaining payroll paperwork.

We look forward to having you on the team for this busy season. If you have any questions before your start date, please contact the HR department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]