

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Offer of Seasonal Employment

Dear [Candidate First Name],

We are pleased to offer you the seasonal position of [Job Title, e.g., Landscape Crew Member] with [Company Name] for the upcoming summer season.

**Position Details:**

- **Start Date:** [Start Date]
- **End Date:** [Approximate End Date]
- **Hourly Rate:** \$[Amount] per hour
- **Work Schedule:** [Days of the week, e.g., Monday - Friday], from [Start Time] to [End Time]
- **Reporting Manager:** [Supervisor Name]

**Job Responsibilities:**

Your duties will include, but are not limited to: lawn mowing, trimming, weeding, planting, mulching, and general site cleanup as directed by your supervisor.

**Conditions of Employment:**

- This is a temporary, seasonal position and does not guarantee permanent employment.
- Employment is "at-will," meaning either party may terminate the relationship at any time.
- You must be able to perform physical labor in various weather conditions.
- This offer is contingent upon [Background Check / Drug Screening / Proof of Eligibility to Work].

To accept this offer, please sign and return this letter by [Deadline Date].

We look forward to having you on our team this summer.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Acceptance:**

I, [Candidate Name], accept the offer of seasonal employment as described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_