

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Seasonal Contract Renewal

Dear [Employee Name],

We are pleased to offer you a renewal of your seasonal employment with [Company Name] for the upcoming [Season/Year] season.

The details of your renewed contract are as follows:

- **Position:** [Job Title]
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Rate of Pay:** [Pay Rate] per [Hour/Month]
- **Reporting Manager:** [Manager Name]

Your duties and responsibilities will remain consistent with your previous term, unless otherwise discussed. Please note that this is a seasonal position and employment is scheduled to conclude on the end date mentioned above.

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

We look forward to having you back on our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

---

**Employee Acceptance:**

I accept the seasonal contract renewal under the terms stated above.

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