

[Company Letterhead/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Renewal of Seasonal Temporary Assignment

Dear [Employee Name],

We are pleased to offer you a renewal of your seasonal temporary assignment with [Company Name] for the upcoming [Season/Year] season. We enjoyed your contributions during your previous term and look forward to having you back on our team.

The details of your renewed contract are as follows:

- **Position:** [Job Title]
- **Department:** [Department Name]
- **Start Date:** [Start Date]
- **End Date:** [End Date] (Subject to business needs)
- **Hourly Rate/Salary:** [Amount]
- **Reporting Manager:** [Manager Name]

Your duties and responsibilities will remain consistent with your previous assignment, unless otherwise communicated by your supervisor. This position remains temporary in nature and does not guarantee permanent employment.

Please review the terms of this renewal. If you accept this offer, please sign and return this letter by [Deadline Date].

We look forward to working with you again.

Sincerely,

[Name of Sender]

[Title]

[Company Name]

Acceptance:

I, [Employee Name], accept the terms of this seasonal contract renewal as outlined above.

Signature: _____ Date: _____