

## **SAMPLE MEMO TO SUMMER EMPLOYEES**

Dear Employees:

When you were hired several months ago, you indicated you had a prior commitment which would require your attention at the end of the summer. Since it is now August, we will need you to complete the attached form as to your availability for work after September 15, 200\_.

Of you are available for twelve months, full time work, please contact your supervisor by August 20, 200\_.

Since you were hired for a seasonal job, there is no guarantee of continued employment.

Should you have any questions, please contact \_\_\_\_\_.