

Employee Layoff Notification

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Insert Employee Name],

We regret to inform you that due to seasonal workforce adjustments, we must temporarily lay off a number of employees, including yourself. This decision was not made lightly, and we appreciate your hard work and dedication during your time with us.

Your last day of work will be [Insert Last Working Day]. Please know that this layoff is expected to be temporary, and we anticipate reaching out to you when our operational needs allow us to welcome you back.

We encourage you to apply for unemployment benefits, and our HR team is available to offer assistance during this transition. You can contact [Insert HR Contact Information] for further information regarding benefits and questions about your final paycheck.

Thank you for your contributions to our team. We hope to work together again in the near future.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]