

Temporary Layoff Announcement

Date: [Insert Date]

Dear [Employee's Name],

We regret to inform you that due to [brief explanation of reason, e.g., a decline in demand, economic downturn], we must implement a temporary layoff for certain employees. This decision was not made lightly, and we recognize the impact it may have on you and your family.

Your last working day will be [insert last working day], and the expected duration of the layoff is until [insert expected return date]. During this time, you will be eligible for [mention any benefits, severance pay, or unemployment benefits available].

We value your contributions to the company and will make every effort to bring you back as soon as conditions improve. Please feel free to reach out to [HR contact person] at [HR contact email/phone number] if you have any questions or need further assistance.

Thank you for your understanding during this challenging time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]