

Date: [Insert Date]

To: [Employee's Name]

Subject: Work Pause Advisory

Dear [Employee's Name],

This letter serves as an official notification regarding a temporary pause in your work duties. Due to [reason for work pause, e.g., company restructuring, project completion], we have decided to implement a work pause effective from [start date] to [end date].

During this period, we encourage you to [suggest activities, e.g., pursue training, take leave]. Your health and well-being are important to us, and we hope this time will be beneficial for you.

Please feel free to reach out to [Contact Person] at [Contact Information] for any inquiries or clarifications regarding this advisory.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]