

# Temporary Layoff Termination Notice

[Your Company's Letterhead]

Date: [Insert Date]

Employee Name: [Employee's Name]

Employee Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that due to [reason for layoff, e.g., economic conditions, temporary closure], your employment with [Company Name] will be temporarily suspended, effective [start date of layoff]. This decision was not made lightly and is a result of [brief explanation of circumstances].

We anticipate that your layoff will be temporary, and we expect to re-evaluate our staffing needs by [date or timeline for re-evaluation]. We will make every effort to notify you as soon as possible regarding the status of your employment.

During this period, you will be entitled to [mention any benefits, if applicable, such as unemployment assistance or benefits continuation]. Please reach out to [HR contact name or department] at [contact information] for any questions or assistance regarding your benefits.

We appreciate your contributions to [Company Name] and hope to bring you back once conditions improve.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]