

Temporary Layoff Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Company's Name]

Subject: Temporary Layoff Notification

Dear [Employee's Name],

We regret to inform you that due to [reason for layoff, e.g., economic downturn, temporary closure], we are implementing a temporary layoff for certain employees, including yourself.

Your last working day will be [insert date], and we anticipate that this layoff will last until [insert expected return date]. During this period, you will be eligible for [mention any benefits, such as unemployment benefits, health insurance, etc.].

Please return all company property by your last working day and feel free to reach out to HR at [HR contact information] if you have any questions or concerns.

We appreciate your understanding during these challenging times and hope to welcome you back soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]