

# Temporary Layoff Notice

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Subject: Notice of Temporary Layoff

Dear [Employee's Name],

We regret to inform you that due to [reason for layoff, e.g., economic downturn, restructuring, etc.], we find it necessary to temporarily lay off your position at [Company Name], effective [start date of layoff].

This layoff is temporary, and we anticipate that you will be able to return to your position once [expected duration of layoff or conditions for return].

During this time, you may be eligible for [mention any benefits or unemployment options, if applicable]. Please do not hesitate to reach out if you have questions regarding your benefits or the layoff process.

We appreciate your contributions to the team and hope to have you back with us in the near future.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]