**[Company Name]**

**[Street Address]**

**[City, ST ZIP Code]**

**[Date]**

Dear **[employee name]**

I regret to inform you that due to **[insert reason for temporary layoff],** it has become necessary for the company to temporarily reduce its workforce.

You will be temporarily laid off effective from the **[insert date],** with an expected return to work date of **[insert date].** If this date changes, you will be given 14-days written notice.

You will receive certain layoff benefits which are listed below:

* **[List benefits]**

Thank you for your continued contributions to the company. If you have any further questions about your rights and layoff benefits, please get in contact with **[contact name and details]**

Sincerely,

**[Your Name]**

**[Title]**