

Temporary Layoff Letter

written by vickyp | December 7, 2023



A layoff letter informs an employee that their employment is ending due to no fault of theirs. Temporary layoff can occur if an employer wants to re-hire the employee in the future. Otherwise, the layoff decision is permanent. While some company leaders leave out the reason, knowing it can help an employee understand the situation better and plan for the future. Use this template in the event of a temporary layoff.