**Temporary Lay Off**

Address of Employee

Dear [name of employee],

I regret to inform you that due to an unexpected reduction in workload, it is necessary for the business to temporarily reduce its staff.

You will be temporarily laid off on xxxxx, with a return to work date of no later than 27 days from this date.

If this date changes, you will be advised accordingly.

We would like to thank you for your contribution and look forward to your return.

Yours sincerely

xxxxxx

Director / Proprietor

XXXXXXXXXXXXX LTD