To

[Recipient Name]  
[Department Name]  
[Address]

Re. Temporary Termination due to Downsizing

Dear Sen,

This letter aims to inform you that King Overo has decided to terminate you temporarily due to the downsizing. The company tried a lot to explore other solutions to curb this serious situation but all in vain and it went unsuccessful straightly. The company faced this downsize due to the huge financial disturbances and lack of work. The company has decided to restructure its faculty.

You have served the company for seven years and the company appreciates the services you have performed till now. Appreciating your services, it has been decided that the layoff at your designation would be temporary. The situation has been serious and after making long reviews it has been decided to reduce the approximate workforce to make the financial stability sure.

Your termination will be effective from 1st August 20XX to 1st October 20XX. You will be contacted by the Human Resources department soon this week. I hope you will understand the gravity of the situation and cooperate accordingly. We are grateful to you and appreciate your coordination. For any further queries, you are free to visit the Human Resource Department Admin or write the matter to [email].

Sincerely,

Signature