To

[Recipient Name]  
[Department Name]  
[Address]

Re. Temporary Termination due to Low Business work

Dear James,

I am Markel Axe, the Managing Director from KLC Groups. I aim to write to you to inform you about your temporary termination. I know the bad news is sudden, but I am happy that the nature of this termination is temporary. Due to slow business and less profit, the company is compelled to lay off a number of employees permanently and temporarily. You, fortunately, lie in the list of temporary terminated employees.

The company’s business has been destabilized due to slowness in business and production. It has affected investors, creditors, and contractors equally. The loss of profit has led to a low budget in the salary giving process due to this creeping and deliberate situation. We tried a lot to survive the situation through personal marketing progress, but it did not work successfully.

Due to the above-mentioned unpleasant situation, to curb and deal it appropriately, a temporary termination comes in your way. You will be paid $1000 to manage your finance and necessities. The termination will be effective from 1st August 20XX to 10th October 20XX. No other amount will be paid during this time period. This matter is at the top priority for the company and so are you. You are an asset to the company, and we appreciate your tireless services. I hope you will cooperate and understand the situation and coordinate in coping with it. For more details ring at [X]. Thank you.

Sincerely,

Signature