To

[Recipient Name]  
[Designation]  
[TEXT]

Re. Temporary Layoff based on Lack of Work

Dear Aster,

I am Emily Joe, the General Manager from GHK Group of Companies, having both bad and good news for you. The bad news is you are being terminated in the wake of the company’s decision to execute employees’ layoff due to lack of work.

Due to the prevailing situation of the pandemic and the lockdown implicated by most of the states to slow down the spread and hazardous impact of coronavirus, clientage, and purchasing has fallen short to a greater extent. In the wake of the above-mentioned situation, to avoid huge losses at the company’s end, the Director along with CEO has decided to execute employees’ layoffs, undoubted a decision impelled due to the circumstances.

As we all know this pandemic has exacerbated permanent closure of businesses and workers’ layoff, our company, understanding things at the employees’ end, has decided to make this layoff of a temporary nature. Though the time period of this layoff is unknown, Mr. Siegal has assured that the layoff is complete of temporary nature which will be effective from 20th April 20XX. Moreover, you will be informed about a small meeting with the CEO and Managing Director via email by HR Manager of the company.

I hope you will understand the situation and stand by the company’s decision. To fulfill all the legal procedures, the company has addressed its lawyer and the decision is made considering all legalities. For further, you can reach us by calling at [X] or write to [Email].

Thanks for your cooperation.

Sincerely,

Signature