To

[Recipient Name]  
[Department Name]  
[Office]  
[Address]

Re. Temporary Layoff due to Covid-19

Dear Sean,

I am Noah Philips from the KLCN Group of Companies. I am sorry to inform you that you have been laid off from the company due to the economic decline caused by Covid-19. Here I will give you good news as well that the layoff is of temporary nature. You can rejoin the office on 25th October 20XX. The layoff will be effective from 25th July 20XX.

As the novel coronavirus has struck hard to the world and has caused serious damage to almost every section of society i.e. from education to business. The situation has led to a serious employment crisis thus, we are not an exception from this struck. The company is suffering from the core issues of economic fall and spike in slow business or no business days. The suffering in the wake of the pandemic is escalating day by day and the situation is very unpredictable. This unpredictability led us to make the grave decision of layoff. It is inevitable to say that it is a very sad experience of laying off some of the very brilliant and industrious workers.

To add, it is no wrong to say that your tireless and sincere efforts in elevating the status of this company can never be rewarded enough in its true sense but still to rejoice the time spent in this company and help you in this miserable time, the company would like to pay $1000 to you in the shape of a trivial gift. We thank you for your cooperation and withstanding with the company in this hour of need. You can visit the Human Resources Department for more details or write to [Email].

Thank you.

Sincerely

Signature