

TEMPORARY LAYOFF LETTER

Company Name: _____
Company Address: _____
Employee Name: _____
Employee Address: _____
Employee Position: _____

Purpose of this Letter

This letter serves as formal notification of a temporary layoff due to business circumstances beyond our control. The Company values your contributions and regrets having to take this action.

Temporary Layoff Details

Effective immediately, your employment is temporarily suspended. During this layoff period, you will not perform work nor receive compensation, except as required by law or Company policy. The Company anticipates that this layoff will not exceed the duration necessary to overcome current business challenges.

Benefits and Continuation

You may be eligible to continue your health insurance benefits under COBRA or other applicable laws during this layoff period. Please contact Human Resources for details regarding your specific benefits and options.

Reinstatement

The Company intends to recall employees from layoff in order of seniority or operational need as business conditions improve. Notification of recall will be provided in accordance with applicable laws and Company policies.

Unemployment Compensation

You may be eligible to apply for unemployment compensation benefits. The Company will provide necessary documentation to support your application. Please consult your state unemployment agency for more information.

Return of Company Property

Please ensure that all Company property, including but not limited to keys, identification badges, electronic devices, and documents, are returned prior to the effective date of layoff unless otherwise arranged.

No Guarantee of Recall

This layoff does not guarantee reinstatement of employment. The Company reserves the right to make employment decisions as necessary, subject to applicable laws.

Acknowledgment

By signing below, you acknowledge receipt of this Temporary Layoff Letter and understand the contents herein. If you have any questions, please contact Human Resources.

Governing Law

This letter and the rights and obligations of the parties shall be governed by and construed in accordance with the laws of the United States and the applicable state law without regard to its conflict of laws principles.

Entire Agreement

This letter constitutes the entire understanding between you and the Company regarding the temporary layoff and supersedes all prior understandings or agreements, whether written or oral, relating to this subject.

EMPLOYEE SIGNATURE

COMPANY REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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