

Provisional Layoff Notice Letter

Subject: Provisional Layoff Notification

Dear [Employee Name],

This letter serves as a provisional notification that your position may be affected due to [reason]. A final decision will be made by [Date], after which we will provide detailed instructions.

During this period, you may be required to assist with transition planning and documentation. We will keep you informed of any updates and support options.

Thank you for your understanding.

Sincerely,

[Manager Name]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/layoff-notification-letter>