

# Temporary Layoff (Provisional) Letter

Subject: Temporary Layoff Notification

Dear [Employee Name],

Due to current business challenges, we regret to inform you that you are being placed on temporary layoff effective [date]. This action is provisional and intended to be short-term, with the expectation that you may be recalled when conditions improve.

You may be eligible for unemployment benefits during this time. HR will provide you with details regarding your rights and options.

We value your contributions and hope to reinstate your position as soon as possible.

Sincerely,

[Your Name]

[Title]

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