



ACME GLOBAL Company  
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## Temporary Layoff Letter Due to COVID-19

Dear \_\_\_\_\_,

The spread of COVID-19 has affected not just the health of individuals but affected the economic industry as well. Many companies have been significantly affected by economic setbacks due to the effects of COVID-19. Due to the conditions we are in and the supply-demand balance in the market has completely changed, the need to reduce the workforce has arisen. Our company is implementing rules in securing financial stability. Effective from next week, the Company shall cut down on personnel by laying off on certain positions.

We regret to inform you that your position is included in the said layoff. We expect this layoff shall last until the end of the year. According to circumstances, this period may be lessened.

All laid-off employees shall be eligible for unemployment benefits from your local unemployment office. Contact your local unemployment office and present this letter as proof of your employment status and for eligibility and applying for unemployment benefits.

Please take note that this is temporary. we undertake that all of your labor rights that you have gained depending on your working time will be protected. As conditions return to normal, we will recall all laid-off employees as warranted by the business needs.

During this period, you will be informed periodically for updates. If you recently made changes to your home address, phone number, personal email address, or any other contact information, please let us know.

During the period of layoff, if you will find another employment and you do not intend to return to work at our Company, please notify the human resources department in order to process your voluntary resignation.

We look forward to seeing you with us in good health.

**ACME GLOBAL Company**



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