[Date]

[Employee Name]  
[Address]  
[City, State, Zip]

Dear [first name],

I regret to inform you that due to [state reason for layoff: lack of work, financial hardship, etc.], it is necessary for the department to temporarily reduce its staff.  
  
You will be temporarily laid off effective [date], with a return to work date of [recommend the date be within 4 weeks of lay off date]. [Employer Name] will agree to place you on “stand-by” through your return date.   
  
If this date changes, you will be emailed or we will text you notice of the new return to work date.

“You can read more about your rights under a temporary layoff here:   
  
<https://esd.wa.gov/about-employees/temporary-layoff-standby-rules>  
  
There are important benefit considerations associated with a temporary layoff. Please review the materials listed below and take action before deadlines:  
  
[Insert any benefits, deadlines, and contact information if needed].

Sincerely,  
  
[CEO or HR Mgr Signature]