**On company letterhead**

Date

Employee Name

Employee Address

Dear Employee Name:

**Re: Temporary Layoff**

This letter is to confirm that you will be temporarily laid off from your employment with Insert company name effective Insert date, in accordance with employment standards legislation.

This temporary layoff is due to the Coronavirus disease (COVID-19).

During your temporary layoff, your company benefits will continue.

We will file your Record of Employment (ROE) with Service Canada.

Please note that a temporary layoff is not considered a termination of your employment.

You will receive a written recall notice when you are recalled to work. It is your responsibility to immediately notify me (in writing) if your address changes during your temporary layoff.

If you have any questions, please do not hesitate to contact me.

Sincerely,

**COMPANY NAME**

**Company Representative**

**Title**