

[Company Name]  
[Address]  
[City, State, Zip Code]  
[Date]

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

Subject: Notice of Temporary Layoff

Dear [Employee Name],

We are writing to inform you that your temporary employment with [Company Name] will conclude on [Last Working Date].

As specified at the time of your hire, your role was established to provide additional support during the peak tax season. With the conclusion of the filing period and the resulting decrease in workload, your temporary assignment is now complete.

Your final paycheck, including payment for all hours worked up to [Last Working Date], will be issued on [Pay Date] via [Payment Method]. Please ensure that all company property, including keys, badges, and equipment, is returned to [Department/Manager Name] by the end of your final shift.

We want to thank you for your hard work and contributions during this busy period. We will keep your contact information on file should future temporary or permanent opportunities arise that match your qualifications.

We wish you the best in your future endeavors.

Sincerely,

[Signature]  
[Name of Sender]  
[Title]