

[Print on Employer's Letterhead] Company Name and Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

Lay-off Period

Following the notice of lay-off, I am writing to inform you that the level of demand for your type of work in our company has improved.

Therefore, the period of lay-off is <<Start Date>> and you will be able to resume your normal employment on <<End Date>>.

Please do not hesitate to contact me if you have any questions.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>