

TEMPORARY LAY-OFF NOTICE

(Mode of forwarding)

..... (city), the, 20...

(Name of employee)

(Address)

(City) (Province)

(Postal code)

(Name),

(for a lay-off of less than six months)

Please be notified that you are hereby laid off for a period of (duration), for the following reasons:

(a) *(example: economic problems, restructuring, new technology).*



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