

Employee Layoff Notice Form (Redundancy)

This **employee layoff notice form** sample provides a clear template to inform staff about layoffs due to redundancy. It ensures transparent communication by outlining the reasons and essential details of the termination. Employers can use this form to maintain professionalism and compliance during workforce reductions.

Employer/Company Name:

Employee Name:

Job Title/Position:

Department:

Notice Date:

Effective Termination Date:

Reason for Layoff:

Please be informed that your position is being made redundant due to organizational restructuring/business changes. This decision is based solely on business needs and is unrelated to your performance.

Additional Information/Severance Details (if applicable):

Contact Person for Queries:

Employer Signature:

Date Signed:

Note: Please retain a copy of this notice for your records. Contact your HR department if you have questions or concerns regarding this process.