

# Union Employee Layoff Notice Form

This **Union employee layoff notice form sample** provides a clear and compliant template for informing unionized workers about layoffs. It ensures all necessary legal and contractual obligations are communicated effectively. Use this form to maintain transparency and professionalism during workforce reductions.

**Employee Name:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**Job Title/Position:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Supervisor/Manager:** \_\_\_\_\_

**Union Representative:** \_\_\_\_\_

**Notice Date:** \_\_\_\_\_

**Effective Layoff Date:** \_\_\_\_\_

**Reason for Layoff:**

**Summary of Bumping or Recall Rights (per contract):**

**Severance and Benefits Information Provided:**

☐ Yes ☐ No

**Additional Information:**

Signatures	Date
Employee: _____	_____
Supervisor/HR: _____	_____
Union Representative: _____	_____

**Note:** This form is a sample. Please consult your union contract and relevant local, state, or federal laws before issuance.