

Layoff Notice Form

The **layoff notice form sample** with an advance notice clause ensures employees are informed of impending layoffs ahead of time, promoting transparency and fairness. This document outlines the terms and conditions surrounding the layoff process, including the required notification period. Utilizing this form helps employers comply with legal requirements and maintain clear communication.

Employee Name:	<input type="text"/>
Employee ID:	<input type="text"/>
Position/Title:	<input type="text"/>
Department:	<input type="text"/>
Immediate Supervisor:	<input type="text"/>
Date of Notice:	<input type="text"/>
Effective Date of Layoff:	<input type="text"/>

Advance Notice Clause

In accordance with company policy and applicable law, this notice provides the employee with **[Insert number of days/weeks as per policy]** advance notice of layoff. This notice period is designed to allow the employee to make necessary personal and professional arrangements. The layoff will be effective as of the date specified above. Should there be any changes to this timeline, the company will provide updated written notice as soon as possible.

Reason for Layoff

State the reason for layoff (e.g., business restructuring, reduction in workforce)

Employer Acknowledgment

Name:	<input type="text"/>
Title:	<input type="text"/>
Signature:	<input type="text"/>
Date:	<input type="text"/>

Employee Acknowledgment

Name:	<input type="text"/>
Signature:	<input type="text"/>
Date:	<input type="text"/>

