

# Layoff Notice Form

Date: \_\_\_\_\_

## Employee Information

Employee Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Department: \_\_\_\_\_

## Layoff Details

Layoff Effective Date: \_\_\_\_\_  
Reason for Layoff: \_\_\_\_\_  
Expected Duration: \_\_\_\_\_

### Notice of Recall Rights:

As part of this layoff, you are being granted **recall rights**. This means that if your former position or a similar role becomes available within the recall period, you will be notified and given priority for re-employment, subject to applicable company policies and labor agreements.

Recall Period: \_\_\_\_\_  
Contact Information for Recall: \_\_\_\_\_

- Please ensure that your contact information is current.
- You must respond to recall notifications within the timeframe stated in our policy.
- Failure to respond may forfeit your recall rights.

## Additional Information

Please contact HR at *[HR Contact Email/Phone]* if you have questions regarding this notice or your recall rights. You may also be eligible for severance, benefits continuation, or unemployment assistance as detailed in your employee handbook.

Employee Signature: _____ Signature	Date: _____
Employer Representative: _____ Name & Title	Date: _____

This layoff notice form sample clearly outlines the details of an employee's layoff while emphasizing their recall rights. It ensures transparent communication between employer and employee regarding the terms and potential rehire opportunities. Utilizing this form helps maintain compliance and protects both parties' interests.

