

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.

