

# Layoff Notice Form

This **layoff notice form** sample provides a clear and professional template for companies undergoing downsizing. It ensures legal compliance while communicating essential details to affected employees. Using this form helps maintain transparency and respect during workforce reductions.

**Employee Name:**

**Employee ID / Department:**

**Position/Title:**

**Date of Notice:**

**Effective Date of Layoff:**

**Reason for Layoff:**

Company downsizing due to restructuring and/or economic conditions.

**Support & Severance (if applicable):**

Enter severance details, career counseling, placement assistance, benefits extension, etc.

**Contact for Further Information:**

HR Representative Name, Email, Phone

**Additional Notes:**

**Employee Signature:      Date:**

**Authorized Company Representative Signature:      Date:**