

# Layoff Notice Form Sample – Performance-Based Termination

This **layoff notice form sample** is designed specifically for performance-based termination, ensuring clear communication and legal compliance. It helps employers document the reasons for the layoff while maintaining professionalism and empathy. Using this form can streamline the termination process and reduce potential disputes.

## Employee Information

Employee Name:

Employee ID:

Department:

Job Title:

## Layoff Notice Details

Date of Layoff Notice:

Last Date of Employment:

## Reason for Layoff

*Please specify the performance-based reasons for termination.*

## Supporting Actions

Performance Improvement Plans Provided (dates & outcomes):

Previous Written Warnings (dates & descriptions):

## Separation Details

Final Pay/Benefits Information:

Return of Company Property (if applicable):

This form is for informational purposes only. It is not a legal document. It is recommended to consult with a legal professional before using this form.

**Employer Confirmation**

Supervisor/HR Name:

Signature:

Date Signed:

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*This form is intended as a sample document. Consult legal counsel to ensure compliance with applicable laws before use.*