

# Temporary Layoff Notice Form Sample for Seasonal Workers

This **temporary layoff notice form** sample is designed specifically for seasonal workers, ensuring clear communication of employment interruptions due to seasonal demand fluctuations. It helps employers formally notify employees about the layoff duration and conditions, promoting transparency and compliance with labor regulations. Using this template can streamline the process and support workers in understanding their temporary employment status.

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## Temporary Layoff Notice

Date of Notice:

Employee Name:

Employee ID (if applicable):

Job Title/Position:

Department:

Layoff Effective Date:

Expected Recall Date:

**Reason for Layoff:**

- ☐ Seasonal downturn
- ☐ Completion of specific project/assignment
- ☐ Other (please specify):

**Additional Information/Conditions:**

Include information about benefit eligibility, callback procedures,

**Contact Information for Questions:**

Supervisor/HR Name:

Phone:

Email:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please retain a copy of this notice for your records.*