Layoff Notice Form Sample

Download this **layoff notice form sample** designed specifically for small businesses to ensure compliance with legal requirements. The template helps clearly communicate essential information to affected employees while maintaining professionalism. Customize it easily to fit your company's specific needs and reduce potential misunderstandings.

Layoff Notice Form

Employee Information

Employee Name:

Employee ID (if applicable):

Position/Title:

Department:

Notice Details

Date of Notice:

Last Working Day:

Reason for Layoff:

Severance Information (if applicable):

Company Representative

Representative Name:

Title:

Please contact HR for questions or further assistance.

Employee Signature: _____ Date: _____

Representative Signature: _____ Date: _____