

Layoff Notice Form

Use this **layoff notice form sample** to clearly communicate termination details and severance pay to affected employees. It ensures transparency and compliance with labor laws while providing essential information about final compensation. This template helps HR departments manage layoffs professionally and compassionately.

Employee Information

Employee Name:

Employee ID:

Department:

Position:

Layoff Details

Date of Layoff:

Reason for Layoff:

Severance Pay Details

Description	Amount
Severance Pay	<div></div>
Unpaid Wages	<div></div>
Accrued Vacation	<div></div>
Other (specify)	<div></div>
Total	<div></div>

Additional Information

Continuation of Benefits (if any):

Final Pay Date:

HR Contact Information:

Employee Signature:	_____	Date: _____
HR Representative Signature:	_____	Date: _____