

<<COMPANY>> LAYOFF NOTICE (SEVERANCE)

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<<CurrentDate>>

To: <<ContractFirstName>> <<ContractLastName>>, <<ContractJobTitle>>

Re: Notice of Indefinite Layoff

This notice is to inform you that due to a << insert reason here – such as “seasonal slowdown,” “lack of work,” “lack of funding,” reorganization, etc. >>, you will be laid off effective <<StartDate>>.

As an employee with <<Number>> years of service, you are eligible to receive <<Number>> week(s) severance pay. If you return to work at the Company within <<Number>> weeks, you will be required to repay the amount of severance that exceeds the number of weeks you were on layoff status. You may not return to work without first repaying the severance monies received or signing an agreement with Company to repay all severance monies owed. To elect severance pay, indicate so by signing the severance notice below and returning this Notice to the Human Resources Department within ten (10) calendar days from the date of this letter.

Enclosed you will find details about the support services available to you, as well as other information that you may find useful regarding the impacts of layoff. If you did not receive this packet of information, or if you have additional questions, please contact ...

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Employer Initials _____ Employee Initials _____