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Name of Employee Position

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We regret to inform you that, [insert company name] will complete a major reduction in its workforce as a result of a significant downturn in business and corporate restructuring. This notice, which has been issued in compliance with the Worker Adjustment and Retraining Notification (WARN) Act, is to inform you that you are likely to be laid off.

The purpose of this notice is to provide you with valuable information and answers to questions you may have regarding your position at the company. The information provided below represents the best information available to us at the time this notice was issued.

**Is your layoff going to be permanent?**

Until otherwise notified, you should consider your layoff to be permanent. [Insert company name] will endeavour to obtain additional business contracts which may result in some employees being recalled.

**When will Layoffs begin?**

[Insert company name] expects company-wide layoffs to begin on the \_\_\_\_\_\_\_. Due to your position in the company, your employment is likely to end on the \_\_\_\_\_\_\_\_. However, your layoff date may be shifted until the final impact of the business turndown is known.

**What is the company “bumping” policy?**

[Insert company name] does not recognise “bumping” or seniority rights when determining which employees will be laid off. However, seniority may be considered in recalling employees if the company is successful in maintain operations.

**Will the company provide a severance package?**

[Insert company name] has established a force reduction policy and severance pay plan for affected employees during this difficult time. If you have not received a copy of the policy, you may obtain one by contacting \_\_\_\_\_\_\_\_.

**Who can you contact for further information?**

If you require any further information regarding your termination of employment, you may contact\_\_\_\_\_.