



PROPOSAL KIT SAMPLE

SAMPLE CONTRACT PACK DOCUMENT

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For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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<<Company>> LAYOFF NOTICE (SEVERANCE)

<<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 <<Years>> years of service, you are eligible to receive <<Weeks>> week(s) severance pay. If you return to work at the Company within <<Days>> days, you will be required to repay the amount of severance that exceeds the number of days 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 <<HRContactName>> in the Company Human Resources Department at <<HRPhone>>.

The Human Resources Department is also available to discuss any additional benefits, such as unemployment, training, and other benefits you may be entitled to because of this layoff.

You may be eligible to continue Company-sponsored health, vision, or dental coverage via the COBRA insurance continuation program. For more information regarding COBRA and how to continue these benefits, please contact <<HRContactName>> in the Company Human Resources Department at <<HRPhone>>. The Human Resources Department is also

Employer Initials _____ Employee Initials _____

able to answer any other questions you may have concerning all Company policies, benefits and other employment issues.

Sincerely,

Human Resources Manager
Department

cc: Human Resources Manager
Department Manager
Personnel File

Enc.

Employer Initials _____ Employee Initials _____

Notice of Election of Severance.

For valuable consideration received, Employee and Employer hereby agree to the following conditions for receiving severance pay upon separation from Employer.

Employer agrees to pay employee (\$ << insert dollar amount of payment >> or << insert number of weeks of salary >> weeks of salary at the employee's rate of pay prior to the date of this letter).

Employee will not disclose or distribute in any format or forum any information about the Employer or its clients, vendors, employees, partners, officers, directors or its affiliated companies that Employee knows to be confidential or considered to be

DEMO CONTRACT

This demo contract has been truncated. The complete 3 page editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/html/legal-contract-templates/human-resources-templates/employee-layoff-notice-severance-form.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

Employer Initials _____ Employee Initials _____

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

ProposalKit.com/htm/proposal-software-products.htm

