# Layoff Notice

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| ***The notice is typically given to the planned layoff employee with at least 14 days' notice. If the layoff is due to unforeseen events, the notice period can be as short as 2 days.***  **If the duration of the layoff is uncertain, an estimated length should be indicated.**  The rules regarding layoff notifications are established in the [LO-NHO Main Agreement](https://www.lo.no/hovedavtalen/#3991) (only in Norwegian). According to customary practice, the provisions of the Main Agreement concerning notice periods for layoffs also apply to companies outside the tariff area. Other collective agreements may contain specific provisions regarding notice.  **Note:**  As an employer, you are required to pay full wages for fifteen working days (employer period 1) from the first day of the layoff. You must report laid-off employees in the a-melding. |

***Example of Layoff Notice (next page)***

*This document is general in nature and should be tailored to the individual business.*

[Employee's Name]

[Address]

[Postal Code and City] [Place and Date]

**Notice of Layoff**

You are hereby notified that you will be laid off from your position as [Job Title] effective [Date]. The reason for the layoff is [provide detailed reason].The layoff rate is [percentage] of your position.

You will most likely be laid off until [Date].

The layoff means that your employment will be temporarily suspended (either fully or partially) for the duration of the layoff. You remain employed by the company and have both the right and obligation to return when the layoff ends. You may be required to report for work on two days' notice during the layoff period if work tasks arise. You will be kept informed about the possibilities for resuming work.

Wages will be paid for a period of fifteen working days following the law on wage obligations during layoffs, from [Date] to [Date]. For any further layoff days, you can apply for unemployment benefits from NAV. NAV will assess whether the reason for the layoff qualifies you for benefits.

We encourage you to apply for unemployment benefits from NAV as soon as possible. Before you can apply for benefits, you must register as unemployed with NAV. A copy of this letter must be included when you apply for unemployment benefits. (The document must be converted to PDF or photographed before it can be uploaded as an attachment to the benefits application.)

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| **Required Information for NAV** |  |
| Reason for Layoff: |  |
| Notification Date:  Date of Layoff Implementation: |  |
| Duration of Layoff: |  |
| Name og Laid-Off Employee: |  |
| Full or Partial Layoff (percentage): |  |

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| **Information to be provided to NAV, if possible** |  |
| Is there an agreement on the layoff between the parties at the workplace? (Yes/No) |  |
| Size of the laid-off position: |  |
| Date the laid-off employee was hired by the company: |  |

Sincerely,

[Employer]

[Employer's Name]

[Title]