***Alternativ 1***

**NOTICE OF TEMPORARILY LAYOFF**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Notice of temporarily layoff | | | Bedriftens navn | Sted | |
| ☐ Employees  ☐ The employees mention below | | |  |  | |
|  | | |  |  | |
| **NOTICE OF TEMPORARILY LAYOFF AFTER CHAPTER VII IN THE MAIN AGREEMENT OF 2018 - 2021 BETWEEN LO – MEF.** | | | | | |
|  | | | | | |
| UNDER REFERENCE TO | | | | | |
| ☐ Conference with the elected spokesperson in the company | | |  | | |
| ☐ Conference with, | | |  | | |
| You are notified with this letter that you will be temporarily laid off from your position as construction worker/machine operator in ………………………………. | | | | |  |
| Name | | Position | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
| The reason for temporarily layoff/ Justification due to the main agreement § 7-1, is: | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| The probable length of the layoff is (Date/until further notice) | | | | | Dato |
| ☐ | It is assumed that the layoff will last until the following date without this being safe or binding. | | | |  |
| ☐ | Since it is not possible to specify the probable length of the layoff time at this time, this will be discussed with the trustees / individual layoffs (strike out which does not fit) the following date.  The notification is given in writing to the individual employee unless the local parties agree otherwise, cf. the main agreement § 7-4. | | | |  |
| ☐ | It is not possible for us to specify how long the layoff will last. However, we will keep you constantly informed about the possibilities of resuming work. | | | |  |
|  | | | | | |
| In order to get an application for unemployment benefits, we encourage you to contact NAV at you place of residence. You should do this as soon as possible. Remember to include a copy of the employment contract. This letter is valid as proof to the employment office. | | | | | |

SIGNATUR

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Date |  | Place |  | CEO |

***Alternativ 2***

**NOTICE OF TEMPORARILY LAYOFF**[Mottaker]

[Adresse)

[Date]

**Notice of temporarily layoff**

You are notified with this letter that you will be temporarily laid off from your position as construction worker/machine operator in ……………………, with resignation at the end of work on date:………….   
  
Due to (The reason for the lay-off) you are temporarily laid off, with effect from 14 days from today/…   
  
The degree of layoff in procent…   
  
The probable length of the layoff is (Date/until further notice)   
  
Today, it is not possible for us to specify how long the layoff will last. However, we will keep you constantly informed about the possibilities of resuming work.   
  
In order to get an application for unemployment benefits, we encourage you to contact NAV at you place of residence. You should do this as soon as possible. Remember to include a copy of the employment contract. This letter is valid as proof to the employment office.

Best regard  
  
  
  
  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO