

**NOTICE OF LAY-OFFS IN THE EVENT OF A SHORTAGE OF WORK**

*The notice of lay-offs must be formulated concretely based on the relevant circumstances. The notice of lay-off shall be given in writing to each individual employee, c.f. §8-4, subsection 1 of the Basic Agreement unless the local parties have agreed otherwise. As a minimum, the notice of lay-offs should contain the following:*

**NOTICE OF LAY-OFFS IN THE EVENT OF A SHORTAGE OF WORK**

Name of the Enterprise: ..... City/Date: .....

To (Name of Employee): .....

Reference is made to a meeting with the shop stewards on (date): .....

We regret to inform you that due to a shortage of work, you are hereby laid off as of 14 days from today. The probable duration of the lay-off is:...../until further notice.

This letter will serve as proof that you have been laid off to the Labour and Welfare Service (NAV).

Yours Sincerely

.....  
Employer's signature