

For more information:

- Visit the Frequently Asked Questions
- Send a question to backtework@sfgov.org
- Call (415) 701-4817

Notice of Layoff

Instructions:

1. Complete the information below
2. Email completed PDF to backtework@sfgov.org along with an **attached list** of each laid off employee's:
 - Job Classification at Time of Separation
 - Original Hire Date
 - Date of Separation

Do not include any personally identified information on the attached list (i.e. employee names).

Business Contact Information

Business Name: _____

Business Contact Person: _____

Phone Number: _____ Email: _____

Business Account Number (BAN) [Look up your BAN](#): _____

Layoff Information -

Please complete for **ALL** employees working in **San Francisco locations only**.

1. How many employees were laid off? _____
2. When was the first employee laid off? _____
3. Was this a permanent or temporary layoff (Mark ALL that apply)?
 Permanent Layoff Temporary Layoff Unknown at this time
4. Is the layoff a result of a permanent business closure (Mark ONE)?
 Yes No

