## **C O N F I D E N T I A L**

Date

Name

Address

Dear Name:

I am writing to let you know that your position as (UAP Job Title) will be [abolished/changed] on (date) and that you will be subject to [Layoff/Demotion/Reduction in hours] due to [Reason for Workforce Reduction: loss of funding, reorganization, outsourcing, etc.]. Information about Workforce Reduction may be found on page 29 of Working@VCU: “Great Place” HR Policies. This notification letter confirms our conversation on (date) about your workforce reduction status.

( ), VCU’s HR Professional, is available to discuss your rights for priority interviews at the university and to help you seek placement at other state agencies in positions for which you may be minimally qualified. [FOR LAYOFF ONLY: If alternative employment is not possible, you may have access to certain layoff rights under state policies, including eligibility for severance pay.]

An appointment with (HR Professional) has been scheduled for you on (date and time) in (location) so that you can review the layoff provisions and learn what assistance is available to you.

[FOR LAYOFF AND IS OPTIONAL] This may be a difficult time for you. To assist you during this transition, I am authorizing you to use Administrative Leave (not to exceed 80 hours) for the period \_\_\_\_ through \_\_\_\_. This action means that you will receive your normal pay for this period; however, you will not report to work during this time so that you can concentrate on seeking other employment opportunities.

Please let me know if you have any questions.

Sincerely,

Manager name

Copy: (HR Professional), HR Professional