

Example 4.7a

LAYOFF NOTICE

Date _____

To _____

Address _____

You are hereby laid off from your position as _____

_____ (CS _____)

in _____ (department or college) _____ (institution or agency)

effective _____.

The reason for your layoff is

Date of Certification of person laid off _____

By _____

Proof of Service

Date _____ How delivered _____

“Whenever it is necessary to reduce the number of employees, those with the least seniority shall first be laid off, and their names placed on a reemployment register which shall take precedence over any other register. Reemployment shall be made in the order required to preserve the seniority rights.” (Excerpt of State Universities Civil Service System Statute 36i)