

SAMPLE NOTIFICATION LETTER I (of 2) – PSU/MTA UNIT A

[Letterhead]

Dear Employee:

It is with regret that I inform you that you are being laid off from your position as \_\_\_\_\_ effective \_\_\_\_\_. Lack of funds (and/or lack of work) necessitates this layoff. This layoff action is indefinite in duration and should be considered permanent.

I wish to assure you that your termination is not related to your job performance, but I do not anticipate this layoff situation changing in the foreseeable future. We appreciate your contribution to the University, and I regret sincerely that our current fiscal problems have required this notice.

My best wishes for success in your future endeavors.

Sincerely,

(Signed by the appropriate Asst./Assoc. VC or Director/Supervisor)

cc: Immediate Supervisor  
Vice Chancellor  
Director of Labor Relations (Brian Harrington)  
PSU/MTA

SAMPLE NOTIFICATION LETTER II (of 2) – PSU/MTA UNIT A

[Letterhead]

Dear Employee:

I am writing this letter to assure you that your termination is in no way related to your performance as a member of the University community. Your termination results from a layoff necessitated by (lack of work and/or) lack of funds. It is a step that we have taken with regret.

Sincerely,

(Same as per Letter I)

cc: (same as per Letter I)

SAMPLE NOTIFICATION LETTER – AFSCME

[Letterhead]

Dear Employee:

It is with regret that I inform you that you are being laid off from your position as \_\_\_\_\_ effective \_\_\_\_\_. Lack of funds (and/or lack of work) necessitates this layoff.

Under the terms of the collective bargaining agreement between the University and AFSCME you may be eligible for certain rights. Please contact your union representative to discuss this matter.

I am deeply sorry that circumstances have made this layoff notice necessary. On behalf of (Division) I want to thank you for the service you have rendered and express our hope for your continued success.

Sincerely,

(Signed by Dept. Head/Supervisor/Employer)

cc: Division Head  
Nicholas Marshall  
Administrative Officer/Personnel Coord.

SAMPLE NOTIFICATION LETTER – USA/MTA

[Letterhead]

Dear Employee:

It is with regret that I inform you that you are being laid off from your position as \_\_\_\_\_ effective \_\_\_\_\_. Lack of funds (and/or lack of work) necessitates this layoff.

Under the terms of the collective bargaining agreement between the University and USA/MTA you may be eligible for certain rights. Please contact your union representative to discuss this matter.

I am deeply sorry that circumstances have made this layoff notice necessary. On behalf of (Division) I want to thank you for the service you have rendered and express our hope for your continued success.

Sincerely,

(Signed by Dept. Head/Supervisor/Employer

cc: Division Head  
Nicholas Marshall  
USA/MTA  
Administrative Officer/Personnel Coordinator