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AM 241-1-2

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***Employee Layoff:
Layoff Letter***

Certified Mail #

Date

Employee Name
Employee Address
Employee City, State, Zip code

Dear Employee,

[Introduction]: I regret to inform you that you are being laid off effective insert date. You are being laid off because insert reason for the layoff. Your layoff with the City is through no fault of your own.

[Paragraph One]: In accordance with Civil Service Rule 39, your name will be placed on the re-employment list.

[Paragraph Two]: [Add for Civil Service Employees ONLY] The enclosed bulletin, "Information for Laid-Off Employees," will assist in answering some questions which might arise. If additional information is needed, please contact insert name of Agency HR Practitioner at insert phone number.

Sincerely,

Name of Agency Head or designee
Title of Agency Head or designee

cc: Name of Agency HR Representative, Title of Agency HR Representative
Office of the Labor Commissioner
Department of Human Resources
Union
Personnel File