Date:

To: [Pre-6 Unit 18 Faculty Name]

From:

Re: Notice of Layoff

In accordance with Article 17, Section E of the Unit 18 Faculty Memorandum of Understanding (MOU), this is to notify you of separation from your employment resulting from layoff. Your appointment as Lecturer [or other Unit 18 title] in the title code of \_\_\_\_\_\_\_ will be ended, due to [a programmatic change][budgetary considerations requiring reduction in courses in our department][lack of work]. [Only if PAY-IN-LIEU IS applicable: Consistent with the provisions in Article 17, Section K, you will receive pay in lieu of notice for \_\_\_ calendar days from \_\_\_\_\_\_ to \_\_\_\_, 20\_\_.] This layoff is effective \_\_\_\_\_\_\_.

You will be eligible for reemployment consideration through \_\_\_\_\_\_\_\_\_\_\_[original appointment end date] in accordance with Article 17, Sections G and K.

I suggest that you contact EEC promptly regarding questions you may have about benefits, COBRA coverage, retirement, unemployment insurance, and other issues relating to this action.

Thank you for your contributions to the [Department or School name]. If you have any questions, please do not hesitate to contact me.

Sincerely,

Department Chair

cc: Dean’s Office

Academic Personnel