##### SAMPLE SPOC CLASS LAYOFF PLAN

**Last Update: 2/2011**

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| [Date]  **MEMORANDUM**  **TO:** Chief Operating Officer  Department of Administrative Services –  Human Resources Enterprise  **FR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Director  Department of \_\_\_\_\_\_\_\_\_\_\_\_\_  **RE: Proposed Layoff**  Due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, it will be necessary to institute a layoff in the Department of  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your approval of the following plan is requested:  Effective Date:  Organizational Unit:  Job Classification(s):  Number of Employees to be Laid Off:  Affected Employees:  Please call me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ if you have any questions. |