##### SAMPLE SPOC CLASS LAYOFF PLAN

**Last Update: 2/2011**

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| [Date]**MEMORANDUM****TO:** Chief Operating OfficerDepartment of Administrative Services – Human Resources Enterprise**FR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, DirectorDepartment 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. |