**SAMPLE MERIT CLASS LAYOFF PLAN MEMO to DAS-HRE**

**Last Update: 11/2017**

[DATE]

**MEMORANDUM**

**TO:** Chief Operating Officer Department of Administrative Services – Human Resources Enterprise

**FR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Director Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RE: Proposed Layoff**

Due to (lack of work, lack of funds, or reorganization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it is necessary to institute a layoff in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. In accordance with 11 IAC 60.3, your approval of the following plan

is requested:

|  |  |
| --- | --- |
| Effective date: |  |
| Organizational unit: |  |
| Job classification: |  |
| Number of employees to be laid off: |  |
| Affected employees (list names): |  |
| Cutoff date: |  |

(Attach a sample of the Retention Point Calculation Worksheet [CFN 552-0106] for positions in each class being evaluated, and a current Table of Organization with evaluated positions highlighted.)

Please call me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you have any questions.