

**SAMPLE NOTICE OF LAYOFF LETTER TO EMPLOYEE
WITH AFSCME BUMPING OPTION #3
Last Update: 1/13**

Date of Notice

Name of Employee
Address
City, State, Zip

Dear (Name of Employee):

RE: Notice of Layoff

Due to budget reductions, it will be necessary for the (department name) to reduce the number of its employees. To accomplish this, a layoff plan has been prepared and approved. Your position is among those affected by this reduction. Effective at the close of business on (date) you will be laid off.

Since you do not have bumping rights to the next lower classification in your series and you have not held a position in another job classification with the (name of department) your bumping rights are limited. Despite the limitation on bumping options, you may have bumping rights per Article VI, Section 2.H. of the AFSCME Collective Bargaining Agreement. If you do have rights and you wish to exercise those rights, please contact me by the close of business on (date).

Pursuant to the Collective Bargaining Agreement and the Administrative Rules you will have recall rights. Please contact (name of Personnel Assistant) for information and application forms about your rights.

Sincerely,

Name of Supervisor
Title

cc: Personnel File

I have received a copy of this notice of layoff.

Employee's Signature

Date