Date VIA HAND DELIVERY

Employee’s Name

Employee’s Address

Dear \_\_\_\_\_\_\_\_\_\_\_,

The purpose of this letter is to formally notify you that your position as \_\_\_\_\_\_\_\_\_\_\_ in the College/Department of \_\_\_\_\_\_\_\_\_\_\_\_ is being eliminated due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. In accordance with Chapter 3, Section 3.1 h of the University Operations Manual, the College/Department is required to provide you a notification period of \_\_\_\_\_ months, based upon your length of regular and continuous university service and upon your P&S \_\_\_\_\_\_\_\_\_\_ Status. Your last official day of work will be \_\_\_\_\_\_\_\_\_\_\_\_. Your salary and benefits will continue at their current level during the notification period. Please be assured that this action in no way reflects dissatisfaction with your job performance.

Before you begin applying for new P&S positions at the University of Iowa, it is necessary that you complete the University Layoff Program Information ICON Course, Course # WFURLO in the Learning and Development ‘*My Training*’ application in Self Service. This course is for P&S employees who have recently been informed they are being laid-off and will provide you a valuable understanding of the program options and resources available to you and allow you to focus on your situation.

After you receive this letter and complete the ICON course, you may contact Compensation & Classification at 319-335-0055 to schedule a meeting with Ms. Consuelo Garcia, Sr. HR Specialist. You may also want to look into the Career Development Advising Services (319-335-2664) for assistance with career development services, resume and cover letter assistance, job search strategies, and other helpful career/employment assistance. Lastly, to obtain more information about your employment options, I would encourage you to contact your HR Rep \_\_\_\_\_\_\_\_\_\_\_, at \_\_\_-\_\_\_-\_\_\_\_.

In the course of your employment with the University, you may have at one time or another had questions and/or needs concerning your health as it related to work. You are welcome to contact Faculty and Staff Disability Services (319-335-2660) for assistance concerning your health and seeking other employment. Finally, you also may wish to access the University’s Employee Assistance Program, Faculty and Staff Services (319-335-2085).

We wish to thank you for your contributions to the \_\_\_\_\_\_\_\_\_\_\_\_ College / Department.

If I can offer assistance in any way, please contact me.

Sincerely,

cc: HR Rep

Consuelo Garcia