The University of Iowa

**Layoff Letter: Probationary, At-Will, Specified Term, Career Status P&S Employees**

**Instructions: Complete all bolded fields and remove the lines in red prior to delivery.**

**[Date]**

**[Employee’s full name]**

Re: Layoff notice

Dear **[Employee’s name]**,

This letter is to confirm our conversation on **[mm/dd/yyyy]** when you were informed your position as **[position title]** in **[college or department]** is being eliminated due to **[reason for layoff]**. According to the University of Iowa Policy Manual (Chapter 3, Section 3.1h), the **[college or department]** must provide **[months’]** notice based on your seniority date and Professional and Scientific (P&S) status.

Your last day of work will be **[mm/dd/yyyy]**. Your salary and benefits will remain unchanged during this time.

I want to assure you that this action in no way reflects your job performance.

The first step to understanding the layoff process and your options is to complete the Layoff Program Information course. The course can be found in the “My Training” application of Employee Self-Service and is titled #WFURLO. In addition to understanding program options, the course also describes valuable resources available to you.

Once you’ve completed the course, please schedule a meeting with an HR Specialist at 319-467-0374 or [comp-class@uiowa.edu](mailto:comp-class@uiowa.edu) to discuss the layoff program and your layoff considerations.

For assistance with career development, job search strategies, or tips for updating your resume and cover letter, you may contact [Career Development Advising Services](https://hr.uiowa.edu/development/career-development-advising-services) at 319-335-2656 or [TA-support@uiowa.edu](mailto:TA-support@uiowa.edu). For additional information about your employment options, you are also encouraged to contact your HR representative **[name]** at **[phone number]** or **[email address]**.

We care about your health and well-being, especially during this time of transition. Please consider reviewing our employee Health & Well-Being Resource Guide located at [hr.uiowa.edu/employee-well-being](https://hr.uiowa.edu/employee-well-being). Additionally, the UI Employee Assistance Program (EAP) is a confidential, short-term counseling and referral service provided at no cost to you for up to 90 days after your termination date. The [UI Employee Assistance Program](https://hr.uiowa.edu/employee-well-being/ui-employee-assistance-program) can be reached at 319-335-2085 or [eaphelp@uiowa.edu](mailto:eaphelp@uiowa.edu).

Thank you for your contributions to the University of Iowa **[college or department]**. Please contact me if you need any assistance.

Sincerely,

**[Your name]**

**[Title]**

CC: Compensation and Classification, [comp-class@uiowa.edu](mailto:comp-class@uiowa.edu)

Employee & Labor Relations, [elr-help@uiowa.edu](mailto:elr-help@uiowa.edu)

E-Personnel File