**Layoff Letter: Rescind Layoff Notice of P&S Employees**

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

**[Date]**

**[Employee’s full name]**

Re: Rescinding layoff notice

Dear **[Employee’s name]**,

We are pleased to inform you that we have secured funding for your position, and as a result, we are rescinding the layoff notice you received on **[mm/dd/yyyy]**. This means that your current role with the institution will continue uninterrupted, with no changes to your benefits.

Please reach out if you have any questions and thank you for your continued contributions to the University of Iowa **[college or department]**.

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