**Layoff Letter: End of Probation/At-Will Appointment**

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

**[Date]**

**[Employee’s full name]**

Re: End of appointment

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]**.

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

According to the University of Iowa Policy Manual (Chapter 3, Section 3.1h), the **[college or department]** must you provide you **[three/six months’]** notice based on your seniority date and your **[employment status]**. (*The department should review RIF comments to verify P&S status and notice period for preparation of notice letter.)*

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

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 provides 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