**Layoff Letter: P&S Employees Offered a Layoff Notice Extension**

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

**[Date]**

**[Employee’s full name]**

Re: Offer to extend position

Dear **[Employee’s name]**,

We are pleased to share that we have secured additional funding for your position as **[position title]** at **[FTE percentage]** which was anticipated to end on **[mm/dd/yyyy]**,per the layoff notice you received on **[mm/dd/yyyy]**.As a result, we are extending the layoff notice, and your last day of employment will be **[mm/dd/yyyy]**.

We are committed to providing an accessible and supportive work environment. If you require reasonable accommodation to perform the essential functions of this position, please contact your HR representative **[name]** at **[phone number]** or **[email address]**. We encourage open communication to ensure we can provide the necessary support and resources for you in this role.

Please contact me if you have any questions.

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