LAYOFF EXTENSION TEMPLATE LETTER FOR ACADEMIC STAFF

Date

Employee Name

Street Address

City, State Zip Code

Sent Via (Email or US Mail)

Dear Employee Name:

The purpose of this memo is to extend your employment with Division, Department, Operational Area at appointment percent time through new effective date. (Insert here the reason of extension-additional funding received or the program has enough remaining project funds to continue your appointment through this period of time)

We appreciate your continued patience and understanding in this process. It is important to note that this letter only extends your appointment and does not rescind the layoff notice you received on date that the employee originally received layoff notice. Please refer to your original layoff letter for more information regarding your layoff status. We value your continued professional contributions to the Division, Department, Operational Area.

If you have any questions regarding your extension, I would encourage you to speak with HR representative or feel free to contact me at your contact information.

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Sincerely,

Division Dean, Director or Designee

xc: Department Chair/Director

 Dean/Division Human Resources Office

 Workforce Relations Specialist

 OHR Benefits Services