LAYOFF RESCISSION TEMPLATE LETTER FOR ACADEMIC STAFF

Date

Employee Name

Street Address

City, State Zip Code

Sent Via (Email or US Mail)

Dear Employee Name:

This letter is to provide you with written notification that reason for rescission (ie additional funding obtained) in order to maintain your original appointment percentage, Official Title appointment with Division, Department, Operational Area. Therefore, the layoff notice dated, original date of layoff notifying you of layoff has been rescinded.

We look forward to a continued productive association.

Sincerely,

Division Dean, Director or Designee

xc: Department Chair/Director

Dean/Division Human Resources Office

Workforce Relations Specialist

OHR Benefits Services