Date [Date]

To: [Pre-6 Lecturer Name]

From: [Dean], School of [School Name]

Re: Notice of Layoff

Upon the approval of the Dean, and in accordance with Article 17, Section E of the Unit 18 Faculty Memorandum of Understanding (MOU), this is to notify you of separation from your employment resulting from layoff. Your appointment as [Unit 18 Title] in the Department of [Department Name], School of [School Name] will end due to [a programmatic change] [budgetary considerations requiring reduction in courses in our department] [lack of work], [include explanation of the proposed layoff], effective [Layoff Effective Date].

[if PAY-IN-LIEU IS applicable] Consistent with the provisions in Article 17, Section K, you will receive pay in lieu of notice for [XX] calendar days from [Pay in Lieu Start Date] to [Pay in Lieu End Date]. [Include additional details detailing any under or overpayment scenarios, if applicable]

This letter constitutes the [thirty] [sixty] [ninety] (30/60/90) calendar days’ notice required by the Memorandum of Understanding between the University and the UC-AFT.

You will be eligible for reemployment consideration effective [Layoff effective date] through [Original Appointment End Date] in accordance with Article 17, Sections G and Pre-Six NSF Schedule Chart in Section K.

I recommend you contact Human Resources Benefits promptly regarding questions you may have about benefits, COBRA coverage, retirement, unemployment insurance, and other issues relating to this action.

If you have any questions, please contact your department chair, [Department Chair Name].

Sincerely,

[Dean Name], Dean [or Equivalent]

School of [School Name]

cc: Dean

[Department Chair Name], [Department Name]

Academic Personnel

Labor Relations

UC-AFT