Date [Date]

To: [Pre-6 Lecturer Name]

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

RE: Notice of Layoff

Upon the approval of the Dean, I regret to inform you that your position as «Title», «Step», in the Department/Unit of «Name», «School/Division/College» of «Name», will be eliminated due to «Reason for the layoff e.g., change in programmatic need in the lab/hiring unit, lack of work, or lack of appropriate funding» per Article 11, Layoff and Reduction in Time. The effective date of this layoff is «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] *[USER NOTE: pay in lieu is for the portion of the 45-calendar day advance notice that was not provided.]*

Below is important information about your benefits:

* [The Termination of Employment Benefits Booklet](http://ucnet.universityofcalifornia.edu/forms/pdf/termination-of-employment.pdf)

Provides information about your various health and welfare plans when enrollment ends and your options. It also provides information on your retirement savings plan options. Please review this document carefully and contact the [benefits office] should you have any questions at «Benefits office contact information».

When certain health plan enrollments end, you may continue coverage through COBRA (<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/cobra.html>). CONEXIS, UC’s COBRA administrator, will send you a COBRA package within 30 days after the date of your separation. If you do not receive the package within that time, please follow up with CONEXIS Customer Service at 1-877-722-2667. Please note that you have 60 days beginning with the date of your qualifying event to enroll in COBRA.

Depending on your date of hire and current age, you may be eligible to retire. Please review the following link for information about the retirement process: http://ucnet.universityofcalifornia.edu/compensation-and-benefits/retirement-benefits/. If after reviewing the materials you would like to consider retirement, please contact the Retirement Administration Service Center at 1-800-888-8267 or <https://ucnet.universityofcalifornia.edu/contacts/rasc.html>.

You may be eligible to receive Unemployment Insurance benefits. To determine your eligibility, you must file a claim at a local office of the State of California Employment Development Department. Employees may file Unemployment Insurance Claims by calling EDD at 1-800-300-5616 or via the Internet at www.edd.ca.gov.

(Letters may be personalized with comments concerning contributions to the campus, e.g., I want you to know how very much the DEPT/UNIT has appreciated your service over the years.).

If you have any questions, please let me know. Thank you in advance for your understanding in this matter and we wish you the very best in your future endeavors.

Sincerely,

«Supervisor/PI»

cc: Dean

Department Chair

 Benefits Office

 Academic Personnel

 Labor Relations