

*(PLEASE COPY, REVISE AND PRINT TO YOUR DEPARTMENT LETTERHEAD)*

**CONTACT THE ASSOCIATE DIRECTOR OF THE OFFICE OF HUMAN RESOURCES BEFORE PROVIDING THIS LETTER TO THE EMPLOYEE.**

**Sample Model Layoff Letter for Graduate Assistants**

**DATE**

**NAME**  
**ADDRESS**

Dear \_\_\_\_\_

Due to *(state reason for layoff e.g., lack of enrollment, loss of grant, budget reduction, etc.)* the Department of \_\_\_\_\_ regrets to inform you that your position as a graduate assistant is being eliminated effective \_\_\_\_\_ *(effective date must be no sooner than 15 days from date of notification)*. This action is not a reflection on you or your performance.

***(This paragraph to be included if layoff occurs after the first day of compensable employment.):*** Pursuant to Article 14 of the Collective Bargaining Agreement between Oregon State University and the Coalition for Graduate Employees, your tuition waiver will remain in effect until \_\_\_\_\_ *(end date of appointment or end of current academic year, whichever is earlier)*.

Should your position be restored prior to the conclusion of your appointment, you will be reinstated.

If you have any questions regarding this action or your status, please contact \_\_\_\_\_ *(name and telephone number of department personnel contact)*

Sincerely,

Cc: Office of Human Resources