

(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