

**Sample Employee RIF Notification Letter**

**(DATE)**

**(NAME)**

**(TITLE)**

**(DEPARTMENT)**

Dear *(Employee Name)*

It has become necessary for our agency to implement a workforce reduction due to *(insert reason)*. Regrettably, your position has been identified as one that will be eliminated. Your termination date is effective as of *(date)*. You currently have *(# hours)* of accrued vacation (and if applicable *# hours* of compensatory time) payable upon termination in a lump sum. You have *(insert number)* number years of state service. Therefore you *(are/are not)* eligible for severance pay in the amount of *(insert amount if eligible)*, **payable in a lump sum two pay periods following your date of termination.**

Attached is information on Outplacement and Re-employment Assistance, a Benefits Continuation Summary, and a question and answer sheet. Human Resources Specialists are available to meet with you to answer any further questions that you might have concerning this process. You may contact *(give agency contact names and numbers)* should you need further assistance. Please be assured that our department will do all in its power to work with you, and I am available to answer any questions you may have.

Sincerely,

*Name of agency director*

cc: Human Resources Manager/Specialist