[Units must consult with the HR Employee and Labor Relations Team and must have an approved layoff justification memo prior to using this letter. Please see [OA Layoff Guidance](https://hr.uoregon.edu/employee-labor-relations/officers-administration/employment-guidance/officer-administration-oa) for more information]

Date

Name, Title

Campus Address

Dear [insert name],

This letter serves as notice that your position will end on [date]. Under the OA Separations Policy and Procedures, the university must provide you with three months’ notice that your position is ending.

This action stems from [lack of funding for the position, budgetary constraints, loss of external funding, changing financial priorities, changing organizational needs] that have resulted in the elimination of your position. This decision was made after careful consideration of how best to meet the current and future needs of the organization.

[Should staffing needs require the university to reassign your duties during the next 3- month period, NAME will contact you to discuss these changes].

The university’s policy provides eligible OAs with an opportunity to be considered for appointment to open OA positions through a re-employment pool. Participation in the pool involves submitting materials to MyTrack, the online talent management system. To confirm your eligibility and obtain instructions for participating in the pool, please contact Peter Fehrs, Associate Director, Employee & Labor Relations, in Human Resources at pfehrs@uoregon.edu.

You may wish to consult with the following resources:

* **Canopy Well Employee Assistance Program**

Career and transition counseling

(800) 433-2320 <http://www.canopywell.com/>

* **Talent Acquisition**

Information about submitting materials to OA re-employment pool

(541) 346-3159 talent@uoregon.edu

* **HR Benefits**

Health insurance and other benefits

(541) 346-3159 benefits@uoregon.edu

Additional resources to assist you during this period of transition are available on the [Human Resources website](https://hr.uoregon.edu/employee-labor-relations/separation-resources/career-transition-resources).

I greatly appreciate your significant contributions to the university during your tenure. I assure you that this action has not been taken lightly and wish you all the best.

Sincerely,

[Vice President or Dean]

Cc: [Supervisor]

 Personnel File

 Peter Fehrs, Associate Director, Employee & Labor Relations