

**DEPT/SCHOOL LETTERHEAD**

DATE:

TO: [Name of Postdoc]

FROM:

RE: Notice of Layoff [OR Reduction in Time]

I regret to inform you that your position as a Postdoctoral Scholar, in the [Department], [School], will be eliminated [or reduced from \_\_\_% to \_\_\_%] due to lack of appropriate funding per Article 11, Layoff. The effective date of this layoff/reduction is [Date].

In accordance with Article 11 in the Agreement between the UAW and the University for the Postdoctoral Scholars unit, in the event the funding is restored or the termination of the research project is reversed within the time that the current appointment period would have been in place, your appointment would be restored when the funding/work is restored.

I suggest that you contact EEC (<https://eec.hr.uci.edu/>) promptly regarding questions you may have about benefits, COBRA coverage, retirement, unemployment insurance, and other issues relating to this action. Additionally, you may find other employment opportunities at the University here: <https://www.uci.edu/about/employment.php>.

Thank you for your contributions to the [Department or School name]. If you have any questions, please do not hesitate to contact me.

Sincerely,

Department Chair

cc: Dean's Office  
Office of Academic Personnel (Employment/Personnel File)  
UAW 5810