

SAMPLE E

LAYOFF/REDUCTION IN TIME RESCISSION LETTER

Date:

To: [Unit 18 Faculty Name]

From:

Re: Rescission of Layoff/Reduction in Time

This letter is to inform you that after [reassessing our budget situation][reassessing the courses needed for the 20__ - __ academic year][other reason], I am pleased to confirm the continuation of your appointment as a _____ (Continuing or Pre-Six) Lecturer (TC _____) in the Department of _____, School of _____. This letter rescinds the _____, 20__ notice of layoff or reduction in time. The terms and conditions of your current appointment remain in effect.

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

Cc: Department Chair
CPO
Academic Personnel (Employment/Personnel File)
UC-AFT