Date

Re: Notice of Reduction in Force

Dear:

I regret to inform you that we are placing you on reduction in force (RIF) status as of ---------- due to lack of research funding. You will be placed on RIF status beginning ------------- for a period of ----------.

Listed below are the provisions that will apply to you while on reduction in force status:

1. You will retain your sick time, but it is not available to use.
2. Accrued vacation will be paid at the time of layoff.
3. Vacation time will not accrue or be available during the period of layoff.
4. Health, dental, and life insurance coverage may be continued providing you remit the full premium to the University. You should contact the Benefits Office at (734) 615-2000 concerning the continuation of your benefits.

Every effort will be made to assist you in locating other positions within the University. You are encouraged to contact Kim Andrus (763-9894) in Academic Human Resources to discuss your reduction-in-force status, alternative employment possibilities, and the University’s RIF policy.

I am enclosing a copy of the reduction in force policy. I regret that it is necessary to reach this difficult decision. We appreciate your contributions and wish you the very best in the future. Please let me know if you have any questions or if I can be of assistance to you.

Sincerely,

Chair

Attachments

cc: T. Truskowski

J. Piper

K. Andrus

Personnel File