

San Francisco Campus

SAMPLE LETTER
Optional Follow-up to Layoff Letter
Non-Senate Academic Appointees

On (*date*) you were issued a Notice of Layoff due to (*budgetary reasons or lack of work or programmatic needs*). As you were informed at that time, the (layoff or involuntary reduction in time) is effective on (*date*).

Your final paycheck will be issued to you in person on _____ and will include all salary due to you up to the date of your layoff, including payment for any unused vacation leave. Please contact _____ at _____ to arrange for a time on that date to pick up your paycheck, return your keys and identification badge, and to remove any personal items from your office.

(Optional: Document any agreements, such as disposal/storage of research materials, access to computer files, return of equipment, etc.)

(Optional: Reiterate appreciation for the employee's contributions to the unit.)

Supervisor's Signature

cc: Department Chair
Department Personnel File
Associate/Vice Dean for Academic Affairs
Academic Personnel Office, Box 0401

Notes for department use:

- Consult with the Dean's Office for Academic Affairs within your school before proceeding.
- Consult with Payroll to determine when the final check will be available.