**[Date]**

**Employee’s Name**

**Employee’s Address**

**City State Zip**

RE:  End of Layoff Notice/Extension

         Offer of Reduced Percentage

Dear **[Employee’s Name]**,

On **[Date]**, you were notified that the University is implementing a reduction in force resulting in the elimination of your [Percentage] position as **[Position Title]**, effective **[Date]**.  On **[Date]**, you were notified that the notice period was ending or had been extended through **[Date]**.

The purposes of this letter are two-fold.  First, this letter is your official notification that your layoff **[Notice/Extension]** and position are ending on **[Date].**

Second, we are pleased to inform you that we have been able to secure additional funding for your position at **\_\_%** time and as such are able to offer you an extension through **[Date]**.  Acceptance of this offer would amend the terms set forth in your previous layoff **[Notice/Extension]** dated **[Date]**, which indicated that your last day of employment at **\_\_%** time would be **[Date]**.

If you accept this extension, please sign below and return a copy of the signed letter to me by **[Date]**.

Should you decline to accept this extension at a reduced percentage, the terms of the **[Date]** letter would remain intact, and your layoff **[Notice/Extension]** period will end on **[Date]**.

Please contact **[Name]** at **[Phone Number]** or by email at **[Email]** if you have any additional questions.

Sincerely,

**[Name]**

**[Title]**

I hereby accept an extension of my layoff period to **[Date]** at the reduced percentage of **[Percentage]**.

Signature of Employee                                            Date

cc:  [**HR REP**]

         Consuelo Garcia