

Memorandum

To: **Employee's Name**

From: **Name**
Division Director

Date:

Subject: Layoff Notice Rescinded

It is my pleasure to inform you that your layoff notice is rescinded. A senior employee in your organizational unit has declined their **(displacement/bumping)** option; therefore, you will not be laid off. I look forward to continuing to work with you in your current position.

I apologize for the stress the original notice of potential layoff may have caused. If you have any questions, please feel free to contact me at **XXX-XXXX**, or our Department Human Resources staff at **XXX-XXXX**.

cc: **Name**, Human Resources Consultant
DOA/DOPLR Recruitment Services
DOA/DOPLR Payroll Services
Name, Union