

Department Letterhead

(Date)

(Name/Address)

Dear Mr./Ms. **Name**:

In accordance with Article **XXX** of the (**Applicable CBA**) effective (**Date**) your layoff rights have been terminated. This action was taken due to (**insert reason such as: your failure to respond to a notice of recall from the Department of XXXX dated (Date); your failure to accept a recall offer from the Department of XXX dated (Date) which was consistent with your designated conditions of availability; or the expiration of your layoff status.**)

Sincerely,

(Name)

Human Resources Consultant

cc: DOP&LR, Recruitment Services
DOP&LR, Payroll Services