

Department Letterhead

(Date)

(Name/Address)

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

I am pleased to inform you that pursuant to **(Applicable CBA Article)** you are being recalled from layoff to the Department of **XXX**, Division of **XXX**. You are being offered a **(full/part time or seasonal)**, **Job Class Title** position (PCN**XXX**) located in **(City)** at **(Address)**. The supervisor is **Name**. A position description is enclosed for your information as well as a Pre-Employment Certification form. If you wish to obtain additional information about this position, you may contact **Name** at (907) **XXX-XXXX**. Note this offer is contingent upon the review of the information on your Pre-Employment Certification form **(and background check, if applicable)**.

You must respond to this offer within **(10 (within AK)/14 (outside AK))** calendar days of the date of this inquiry. Therefore, you must respond to this inquiry no later than: 5:00 p.m. on **Date**.

Failure to respond by the date specified, or failure to accept this offer, will result in the termination of your layoff rights in accordance with **(Cite CBA)**.

Please indicate your decision below, sign and date, and return this letter to me with the enclosed Pre-Employment Certification form at the address listed above, or fax it to me at (907) **XXX-XXX** no later than the date specified above. If it is determined after receipt of the Pre-Employment Certification form that you are not eligible for appointment to the position, you will retain your layoff rights.

If you accept this offer, you will be expected to report to work within two weeks or a mutually agreed upon date.

Sincerely,

Name

Human Resources Consultant

I accept this recall offer for the **Job Class Title** position, PCN **XX-XXXX**.

I do not accept the recall offer to **Job Class Title**, PCN **XX-XXXX** and understand that my layoff rights will be terminated.

Circle the appropriate answer: I can perform the essential functions of the position with or without a reasonable accommodation. Yes No

Printed Name

Signature and Date

Enclosures: Position Description for PCN **XX-XXXX**
 Preemployment Certification Form

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