**[SAMPLE LETTER TO NP-1 EMPLOYEE IN A POSITION DESIGNATED FOR LAYOFF]**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

# It is with deep regret that I must inform you that your position as a [INSERT TITLE] for the Department of Public Safety is being eliminated effective [CALCULATE 6 WEEKS FROM DATE OF LETTER], close of business.*Your displacement/bumping options are attached as applicable.*

# This action has become necessary due to serious economic and financial considerations. The decision to eliminate positions does not reflect the quality of service provided by you to the State, but is a reflection of the need to reduce costs and become more efficient.

A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

# I want to personally assure you that we are committed to providing assistance and support to you during this difficult period. If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_-at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

Human Resources

DAS

OLR

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[SAMPLE LETTER TO NP-2 EMPLOYEE IN A POSITION DESIGNATED FOR LAYOFF]**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

[REMINDER: the State must notify and meet and discuss decision with the Union at least 10 days before any steps to implement layoff decision – Meeting was held with the Union and OLR on June 30, 2011]

# It is with deep regret that I must inform you that your FULL-TIME/PART-TIME [\_\_\_hours/week] position as a [INSERT TITLE] for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_Department / Agency / University is being eliminated effective\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [CALCULATE 6 WEEKS FROM DATE OF LETTER – Letter cannot be issued prior to July 11, 2011] [CALCULATE 2 WEEKS FROM DATE OF LETTER FOR PART-TIMERS LESS THAN 20 HOURS – Letter cannot be issued prior to July 11, 2011], close of business.*Your displacement/bumping options are attached as applicable.*

# This action has become necessary due to serious economic and financial considerations. The decision to eliminate positions does not reflect the quality of service provided by you to the State, but is a reflection of the need to reduce costs and become more efficient.

A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

# I want to personally assure you that we are committed to providing assistance and support to you during this difficult period. If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_-at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

Human Resources

DAS

OLR

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**[SAMPLE LETTER TO NP-3 EMPLOYEE IN A POSITION DESIGNATED FOR LAYOFF]**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

# It is with deep regret that I must inform you that your position as a [INSERT TITLE] for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department / Agency / University is being eliminated effective [CALCULATE 4 WEEKS FROM DATE OF LETTER], close of business.*Your displacement/bumping options are attached as applicable.*

# This action has become necessary due to serious economic and financial considerations. The decision to eliminate positions does not reflect the quality of service provided by you to the State, but is a reflection of the need to reduce costs and become more efficient.

A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

# I want to personally assure you that we are committed to providing assistance and support to you during this difficult period. If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_-at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

Human Resources

DAS

OLR

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[SAMPLE LETTER TO NP-4 EMPLOYEE IN A POSITION DESIGNATED FOR LAYOFF]**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

# It is with deep regret that I must inform you that your position as a [INSERT TITLE] for the Department of Correction is being eliminated effective [CALCULATE 4 WEEKS FROM DATE OF LETTER], close of business.*Your displacement/bumping options are attached as applicable.*

# This action has become necessary due to serious economic and financial considerations. The decision to eliminate positions does not reflect the quality of service provided by you to the State, but is a reflection of the need to reduce costs and become more efficient.

A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

# I want to personally assure you that we are committed to providing assistance and support to you during this difficult period. If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_-at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

Human Resources

DAS

OLR

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[SAMPLE LETTER TO NP-5 EMPLOYEE IN A POSITION DESIGNATED FOR LAYOFF]**

**Notice to least senior**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

# It is with deep regret that I must inform you that your position as a [INSERT TITLE] for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department / Agency / University is being eliminated effective [CALCULATE 6 WEEKS FROM DATE OF LETTER], close of business.*Your displacement/bumping options are attached as applicable.*

# This action has become necessary due to serious economic and financial considerations. The decision to eliminate positions does not reflect the quality of service provided by you to the State, but is a reflection of the need to reduce costs and become more efficient.

A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

# I want to personally assure you that we are committed to providing assistance and support to you during this difficult period. If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_-at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

Human Resources

DAS

OLR

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[SAMPLE LETTER TO NP-5 EMPLOYEE IN A POSITION DESIGNATED FOR LAYOFF]**

**Redistribution Notice**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

As you are aware, the State is currently experiencing continuing severe fiscal difficulties which require that layoffs occur in some areas. Layoffs of NP-5 employees are occurring in many State agencies, including the \_\_\_\_\_\_\_\_\_\_\_\_\_ Agency. Our agency has identified specific cuts to be made in particular program areas and job functions, and your position has been targeted for elimination.

Inasmuch as you are not the least senior incumbent in the class of [CLASSIFICATION TITLE], you are not targeted for layoff at this time. The reduction in force has, however, created a staffing imbalance within the Agency. It is, therefore, necessary to redistribute staff accordingly. Because you are not subject to layoff at this time, you do not have the ability to exercise bumping rights under the contract. Rather, you will be reassigned to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at the conclusion of the notice period.

# I want to personally assure you that we are committed to providing assistance and support to you during this difficult period. If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_-at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

Human Resources

DAS

OLR

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[SAMPLE LETTER TO NP-6 / P-1 EMPLOYEE IN A POSITION DESIGNATED FOR LAYOFF]**

**Notice to Least Senior**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

It is with deep regret that I must hereby issue you notice of layoff from your FULL-TIME/PART-TIME (\_\_\_hours/week) CLASSIFICATION position, effective at the close of business [CALCULATE 6 WEEKS FROM DATE OF LETTER] [CALCULATE 2 WEEKS FROM DATE OF LETTER FOR PART-TIME UNDER 20 OR 3 WEEKS IF 5 OR MORE YEARS OF CONTINUOUS SERVICE SINCE LAST DATE OF HIRE], as you are the least senior employee in the affected classification.

# This action has become necessary due to serious economic and financial considerations. The decision to eliminate positions does not reflect the quality of service provided by you to the State, but is a reflection of the need to reduce costs and become more efficient.

A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Personnel Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

# I want to personally assure you that we are committed to providing assistance and support to you during this difficult period. If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_-at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

Human Resources

DAS

OLR

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[SAMPLE LETTER TO NP-6 / P-1 EMPLOYEE IN A POSITION DESIGNATED FOR LAYOFF]**

**Redistribution Notice**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

As you are aware, the State is currently experiencing continuing severe fiscal difficulties which require that layoffs occur in some areas. Layoffs of NEHCEU District 1199 (P-1) employees are occurring in many State agencies, including the Department of Public Health. Our agency has identified specific cuts to be made in particular program areas and job functions, and your position has been targeted for elimination.

Inasmuch as you are not the least senior incumbent in the class of [CLASSIFICATION TITLE], you are not targeted for layoff at this time. The reduction in force has, however, created a staffing imbalance within the Agency. It is, therefore, necessary to redistribute staff accordingly. Because you are not subject to layoff at this time, you do not have the ability to exercise bumping rights under the contract. Rather, you will be reassigned to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at the conclusion of the notice period.

# I want to personally assure you that we are committed to providing assistance and support to you during this difficult period. If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_-at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

Human Resources

DAS

OLR

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[SAMPLE LETTER TO NP-6 / P-1 EMPLOYEE IN A NON-PERMANENT POSITION]**

**Notice to Non-Permanent**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

As you are aware, the State is currently experiencing severe fiscal difficulties. As no relief to the on-going economic crisis appears on the horizon, we have no alternative but to reduce the number of state employees. It is with profound regret that I must inform you will be separated from your non-permanent position as a [CLASSIFICATION] in the Department of \_\_\_\_\_\_\_\_ as of the close of business on [TWO WEEKS FROM DATE OF LETTER FOR ANY NON-PERMANENT EMPLOYEE HIRED AFTER JULY 1 2009].

# The decision to eliminate positions does not reflect the quality of service provided by you to the State, but is a reflection of the need to reduce costs and become more efficient.

# If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_-at \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Good luck in your future endeavors.

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

Human Resources

DAS

OLR

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[SAMPLE LETTER TO P-2 EMPLOYEE IN A POSITION DESIGNATED FOR LAYOFF]**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

# It is with deep regret that I must inform you that your position as a [INSERT TITLE] for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department / Agency / University is being eliminated effective [CALCULATE 6 WEEKS FROM DATE OF LETTER], close of business.*Your displacement/bumping options are attached as applicable.*

# This action has become necessary due to serious economic and financial considerations. The decision to eliminate positions does not reflect the quality of service provided by you to the State, but is a reflection of the need to reduce costs and become more efficient.

A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

# I want to personally assure you that we are committed to providing assistance and support to you during this difficult period. If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_-at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

Human Resources

DAS

OLR

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[SAMPLE LETTER TO P-3A EMPLOYEE IN A POSITION DESIGNATED FOR LAYOFF]**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

# It is with deep regret that I must inform you that your position as a [INSERT TITLE] for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department / Agency / University is being eliminated effective [CALCULATE 6 WEEKS FROM DATE OF LETTER], close of business.*Your displacement/bumping options are attached as applicable.*

# This action has become necessary due to serious economic and financial considerations. The decision to eliminate positions does not reflect the quality of service provided by you to the State, but is a reflection of the need to reduce costs and become more efficient.

A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

# I want to personally assure you that we are committed to providing assistance and support to you during this difficult period. If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_-at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

Human Resources

DAS

OLR

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[SAMPLE LETTER TO P-3B EMPLOYEE IN A POSITION DESIGNATED FOR LAYOFF]**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

# It is with deep regret that I must inform you that your FULL-TIME/PART-TIME [\_\_\_hours/week] position as a [INSERT TITLE] for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department / Agency / University is being eliminated effective [CALCULATE 6 WEEKS FROM DATE OF LETTER] [CALCULATE 2 WEEKS FROM DATE OF LETTER FOR PART-TIMERS UNDER 20 HOURS/WEEK], close of business.*Your displacement/bumping options are attached as applicable.*

# This action has become necessary due to serious economic and financial considerations. The decision to eliminate positions does not reflect the quality of service provided by you to the State, but is a reflection of the need to reduce costs and become more efficient.

A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

# I want to personally assure you that we are committed to providing assistance and support to you during this difficult period. If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_-at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

Human Resources

DAS

OLR

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[SAMPLE LETTER TO P-4 EMPLOYEE IN A POSITION DESIGNATED FOR LAYOFF]**

**In DOT & DEP: Notice Must be Issued to Least Senior in Class in Facility/Region**

**In All Other Agencies: Notice Must be Issued to Least Senior In Class in the Agency**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

It is with deep regret that I must hereby issue you notice of layoff from your FULL-TIME/PART-TIME (\_\_\_hours/week) CLASSIFICATION position, effective at the close of business [INSERT DATE – For Full-Timers must be minimum of 6 weeks] [For Part-timers under 20 hours/week get a minimum of 3 weeks]

# This action has become necessary due to serious economic and financial considerations. The decision to eliminate positions does not reflect the quality of service provided by you to the State, but is a reflection of the need to reduce costs and become more efficient.

A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

# I want to personally assure you that we are committed to providing assistance and support to you during this difficult period. If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_-at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

Human Resources

DAS

OLR

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[SAMPLE LETTER TO P-4 EMPLOYEE IN A POSITION DESIGNATED FOR LAYOFF]**

**Redistribution Notice**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

As you are aware, the State is currently experiencing continuing severe fiscal difficulties which require that layoffs occur in some areas. Layoffs of P-4 employees are occurring in many State agencies, including the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency. Our agency has identified specific cuts to be made in particular program areas and job functions, and your position has been targeted for elimination.

Inasmuch as you are not the least senior incumbent in the class of [CLASSIFICATION TITLE], you are not targeted for layoff at this time. The reduction in force has, however, created a staffing imbalance within the Agency. It is, therefore, necessary to redistribute staff accordingly. Because you are not subject to layoff at this time, you do not have the ability to exercise bumping rights under the contract. Rather, you will be reassigned to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at the conclusion of the notice period.

# I want to personally assure you that we are committed to providing assistance and support to you during this difficult period. If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_-at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

Human Resources

DAS

OLR

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[SAMPLE LETTER TO P-5 EMPLOYEE IN A POSITION DESIGNATED FOR LAYOFF]**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

# It is with deep regret that I must inform you that your FULL-TIME/PART-TIME [\_\_\_hours/week] position as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Agency/Department/University] is being eliminated effective [CALCULATE 6 WEEKS FROM DATE OF LETTER], close of business.*Your displacement/bumping options are attached as applicable.*

# This action has become necessary due to serious economic and financial considerations. The decision to eliminate positions does not reflect the quality of service provided by you to the State, but is a reflection of the need to reduce costs and become more efficient.

A meeting will be scheduled with you [in the near future] in order to more fully address any questions that you may have. You may bring a representative of the Union with you to this meeting.

# I want to personally assure you that we are committed to providing assistance and support to you during this difficult period. If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_-at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

Human Resources

DAS

OLR

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Executive Branch Union Addresses**

Salavator Luciano

Executive Director

AFSCME Council 4

444 East Main Street

New Britain, CT 06051

Laila Mandour

President

A&R Employees Union

805 Brook Street

Rocky Hill, CT 06067

Ron McLellan

President

CEUI

P.O. Box 1268

Middletown, CT 06457

William Boucher

President

CPFU

50 Columbus Boulevard

3rd Floor

Hartford, CT 06106

Robert Rinker

Executive Director

CSEA

760 Capitol Avenue

Hartford, CT 06106

Andrew Matthews

President

CSPU

500 Main Street

East Hartford, CT 06118

Carmen Boudier

President

District 1199, NEHCEU

77 Huyshope Avenue

Hartford, CT 06106