

Layoff Notice (Template)

DATE:

TO:

RE: Notice of Layoff

This is to inform you that, in accordance with Employee Handbook, 3.07 Involuntary Terminations, you will be laid off effective 5:00 p.m. (*date*). The reason for this action is due to (*lack of funds, program reduction or deletion, reorganization, etc*).

You should contact the Human Resources Department at 224-4600 to discuss other employment opportunities at Central New Mexico Community College (CNM). You must apply for any vacant position in which you are interested. A complete list of current CNM job postings can be accessed at <https://jobs.cnm.edu>.

As a result of this layoff, you may be eligible for unemployment insurance benefits. I would advise you to register for benefits with the New Mexico Department of Workforce Solutions.

You may be eligible to continue College sponsored health, dental and vision coverage. For information regarding the continuation of these benefits, please contact the Human Resources Technician for the (*Instruction, Administrative Services or Student Services*) Division at (*phone number*). You should also discuss with Human Resources the effect of the layoff on your retirement program.

Thank you for the diligent and caring service you provided to CNM. I wish you the best of luck in your future endeavors.

Sincerely,

Human Resources Representative