

THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE-PRESIDENT



SAMPLE

To : Employee, Title
Department/Program

From : _____
Supervisor, Title
Department/Program

Date :

Subject : Notice of Layoff

This memorandum is to notify you that the **(position title)** you occupy has been affected by a Reduction-In-Force. Therefore, please be advised that this is official notice of your layoff from employment to be effective _____ at 5:00 p.m. This notice meets the requirements of the Personnel Policies Manual Section XV.E.

Due to lack of funds and work the position no longer exists. Thus, job duties and funding were considered in making this determination. As a regular status employee, you are eligible for **re-employment preference** for a period of six months from the date of layoff provided that you do not decline Navajo Nation employment when offered.

If you would like to be considered for other positions, please submit an updated application, related documents and a copy of this Notice of Layoff to the Department of Personnel Management.

Reemployment preference shall terminate if any of the following occur: (a) you fail to attend a job interview when referred with at least five (5) days notice of interview; (b) you refuse an offer of employment for a regular status position with the Navajo Nation; or (c) you accept a regular status position with the Navajo Nation.

In addition, prior to the effective date of layoff, you will be informed of any vacant positions within the Division and given an opportunity to transfer. Please contact me if you have any questions.

CONCURRENCE:

Name, Division Director
Division

ACKNOWLEDGEMENT:

I, _____, hereby acknowledge receipt of this notice on _____.
(Signature) (Date)

XC: File
Department of Personnel Management