

LETTER A
SAMPLE REQUEST TO CONDUCT A STAFF
REDUCTION (LAYOFF) OF UNCOVERED EMPLOYEE(S)
(Note: Review is not required for positions listed in ARS § 41-742(F))

Date

ADOA Human Resources Director
100 North 15th Avenue, Suite 401
Phoenix, Arizona 85007

Dear Human Resources Director:

Due to (lack of work, lack of funds, economic slowdown, technological or structural changes in the agency's operations, budget constraints, etc.) and in accordance with State Personnel System Rule R2-5A-1002(B), I am submitting for your review this proposal to conduct a staff reduction of uncovered employees within the Arizona Department of _____.

The staff reduction date is to be effective (insert date). **NOTE: Whenever possible, this request should be made 30 business days in advance.** Enclosed is a list of specific uncovered positions to be eliminated as well as copies of organizational charts which show the positions proposed for elimination. Your expeditious review of this proposal will be appreciated.

Sincerely,

Agency Director Name
Agency Director Title

Enclosure

c: Agency Human Resources Manager
Human Resources Deputy Director of Operations, ADOA

ASPS/HRD – TA5.04 (7/2/2019)