

**LETTER B**

**UNCOVERED EMPLOYEE SEPARATION LETTER – BUDGET REDUCTIONS**

Date

**Hand Delivered**

Employee Name

Address

City, State, Zip Code

Dear Employee Name:

Due to budget reductions, this agency must separate employees. I regret to inform you that you are being separated effective (date) at (time).

If you would like to be considered for other State of Arizona government jobs, you may apply through [azstatejobs.gov](http://azstatejobs.gov).

Your contributions to the Department of (name of agency) are appreciated. Prior to your separation, please return any state property you have in your possession, and contact (contact name) at (phone number) should you have any questions regarding this action.

Sincerely,

Name of Agency Director

Title of Agency Director

c: Agency Human Resources Manager  
Employee Personnel File