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**REDUCTION IN FORCE MEMO**

To: *Insert Direct Leader*

Date:

From: *Insert Department Leader*

**JUSTIFICATION:**

Provide analysis that was completed to make this decision, including the Organization and Departments that are impacted, the budget constraints, and the current and proposed organizational structure.

List the position(s), and incumbents in the positions, that are identified for Reduction in Force

What is the proposed timeline for the Reduction in Force?

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**Leader Signature Leader Printed Name** **Date**

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**Divisional Leader Signature Divisional Leader Printed Name** **Date**

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**Chief HR Officer Signature Chief HR Officer Printed Name**  **Date**