**Reduction-in-Force

***Sample Legislative Notification***



This sample is designed to allow you to cut and paste the language onto your agency letterhead and fill in the capitalized words with information specific to your Reduction in Force. Legislative notification is required when a RIF will lay off 25 or more employees or eliminate 25 or more positions. It is required at least 15 calendar days prior to distributing employee notifications.

[DATE]

[NAME OF LIEUTENANT GOVERNOR]

Office of Lieutenant Governor

240 State Capitol

Atlanta, Georgia 30334

[NAME OF SPEAKER]

Georgia House of Representatives

Office of the Speaker

332 State Capitol

Atlanta, Georgia 30334

Dear Lieutenant Governor [NAME] and Speaker [NAME]:

This letter comes pursuant to O.C.G.A. § 45-20-19, which requires agencies planning to eliminate 25 or more positions or terminate the employment of 25 or more employees to provide written notice to the President of the Senate and Speaker of the House. The [AGENCY NAME] plans to implement a reduction in force (RIF) effective [DATE], because [REASON FOR RIF].

This RIF will eliminate [NUMBER] positions in [NAME OF FACILITY AND/OR OPERATIONS AFFECTED, NUMBER OF VACANT AFFECTED POSITIONS] of which are vacant. Therefore, [NUMBER OF EMPLOYEES] employees will be impacted.

Should you have questions, comments, or concerns about this planned action, please contact me at [NUMBER] or [EMAIL ADDRESS].

Sincerely,

[AGENCY HEAD]

[TITLE]