

TEMPLATE #15



(Date)

(EMPLOYEE NAME AND EID#)
(JOB TITLE)
(INSTALLATION)

SUBJECT: Offer of Withheld Residual Vacancies to Impacted Employees

By previous notice you were advised that you were to be involuntarily reassigned within your craft, outside your installation or outside your craft, outside your installation.

The following residual vacancies have been withheld to place you and other impacted employees.

If you have any questions, please contact (name and title), at (phone number).

PCES Executive or Designee:

Please indicate your preference(s) for placement into the residual vacancies listed below in your order of preference, i.e. number 1 being the most preferred.

(State description of residual vacancy and craft)

Vacancy 1 - Installation 'A'

Vacancy 2 - Installation 'B'

Vacancy 3 - Installation 'C'

Your preference(s) will be considered in your reassignment.

PLEASE COMPLETE ALL OF THE FOLLOWING INFORMATION

Employee Name (Please Print)

Employee Seniority Date

Employee Signature

Date