To: [Recipient Name]

From: [Supervisor Name]

Date: [Month, Day, Year]

Subject: Employment Funding Source Change

Please be advised that we have changed the source of funding for your current position to include [Percentage]% from money provided through the American Recovery and Reinvestment Act (ARRA).

Your job is funded in whole (or in part) by money provided through the American Recovery and Reinvestment Act (ARRA). Because your salary is funded by a grant, your employment will be contingent upon the continued receipt of these grant funds. Currently, we expect your position to be funded until [Month, Day, Year]. If your position is eliminated due to the discontinuation of funding, you will be given a minimum of 30 days notice and, assuming satisfactory performance, the Human Resources Department will work with you for up to two months to find transfer opportunities, although transfer to another position is not guaranteed.

If you have questions, please contact me. I look forward to continuing to work with you.