



STATE OF TENNESSEE  
**DEPARTMENT OF HUMAN RESOURCES**  
 FIRST FLOOR, JAMES K. POLK BUILDING  
 505 DEADERICK STREET  
 NASHVILLE, TENNESSEE 37243-0635  
 (615) 741-2958

**Bill Haslam**  
 GOVERNOR

**Rebecca Hunter**  
 COMMISSIONER

May 21, 2015

[Mr/Ms]. [First Name] [MI]. [Last Name]  
 [Street]  
 [City], [State] [Zip]

Dear [Mr/Ms]. [Last Name]:

I am writing to inform you that you are eligible to apply for the State of Tennessee Voluntary Buyout Program (VBP). Details about the VBP and its provisions can be found in the materials included with this letter. I encourage you to review the contents of this packet thoroughly. The VBP represents a unique opportunity for those employees who think it is the right time for them to leave the State of Tennessee (“State”) government to pursue other opportunities or continue their education or training. Participation in this program is voluntary and you should consider the program carefully before making your decision.

The packet includes the following:

- Program document, State of Tennessee Voluntary Buyout Program
- Attachment I: Application Form
- Attachment II: The State of Tennessee’s May 2015 Voluntary Buyout Program Group Waiver and General Release Agreement (the “Waiver and Release Agreement”)
- Exhibit A to the Waiver and Release Agreement which contains the ages and job titles of the eligible and ineligible employees in your organizational unit
- Voluntary Buyout Program Employee Resources
- Return envelope addressed to the State of Tennessee Department of Human Resources

In addition, we have preliminarily calculated your projected cash benefit under the VBP, as shown below:

[First Name] [MI]. [Last Name]		VBP PROJECTED CASH BENEFIT CALCULATION	
Monthly Salary:	[Salary]	Base Salary Payment: (Salary as of May 26, 2015 X 4 months)	[Total Salary]
Service Years:	[Service]	Service Payment: (Service Years as of 7/31/2015 (your presumed Voluntary Separation Date), rounded up X \$500)	[Buyout Amt]
Longevity Years:	[Longevity]	Longevity Payment Advance: (Normal Longevity Payment for June 30, 2016)	[Longevity]
		[Ins Message]	[Ins]
		<b>TOTAL:</b>	[Total]

**Please note:** This is a projected calculation of your cash incentives based on information contained in Edison as of May, 2015. If you think that any of this information is in error, please contact the dedicated phone line at (615) 770-1973 as soon as possible. If there is a difference between an explanation or calculation in this cover letter and the program document, the terms of the program document will control.

In addition to the cash payments shown in the calculation table above, participants will also be eligible for:

- Medical and tuition benefits as detailed in the enclosed program document, as well as
- Payment for all accrued, unused annual leave and compensatory time.

Please also be aware of the following deadlines and key activities associated with the VBP. More information on each activity can be found in the enclosed VBP program document.

<b>APPLICATION PERIOD</b>	
<b>June 2015 to July 17, 2015</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in Information Sessions (optional) <b>June and July, 2015</b></li> <li><input type="checkbox"/> Submit Application Form No Later Than <b>July 17, 2015</b></li> <li><input type="checkbox"/> Submit Revocation of Application Form (if desired; optional) No Later Than <b>July 17, 2015</b></li> </ul>
<b>REVIEW OF APPLICATIONS BY STATE</b>	
<b>July 24, 2015</b>	<input type="checkbox"/> Applicants Notified of Acceptance on or about <b>July 24, 2015</b>
<b>VOLUNTARY SEPARATION AND INCENTIVE PAYMENTS</b>	
<b>July 31, 2015 to August 31, 2015</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Voluntary Separation Date <b>July 31, 2015</b></li> <li><input type="checkbox"/> Signed Waiver and Release Due on Voluntary Separation Date <b>July 31, 2015</b></li> <li><input type="checkbox"/> Submit Revocation of Waiver and Release (if desired; optional) <b>August 7, 2015</b></li> <li><input type="checkbox"/> Payment of Cash Incentives to All Participants with Signed, Unrevoked Waiver and Release Agreements by <b>August 31, 2015</b></li> </ul>

The State established the VBP to facilitate the effective and efficient operation of State government by reducing staffing levels and also reducing or avoiding involuntary layoffs that will likely happen in certain State agencies. If an insufficient number of eligible employees voluntarily separate from employment in certain agencies, those agencies will likely have involuntary terminations. Any involuntary layoff will be in accordance with State law and the applicable agency business plan. While the State will offer severance benefits required by State law for any employee who terminates as part of a layoff, those benefits will likely be less generous than the benefits offered under the VBP.

Please note: Earlier Voluntary Separation Dates may be available for eligible employees who are retirement eligible. Please see the program document for additional details. The Tennessee Consolidated Retirement System will provide you additional information concerning your options.

If you have questions concerning the VBP, the State has established a dedicated phone line to answer your questions. The phone number is (615) 770-1973 or toll-free 1-844-430-7679. A State representative will be available to answer your questions. In addition, there will be informational meetings held throughout the State for employees who are eligible for the VBP. Please see the enclosed flyer entitled "State of Tennessee Voluntary Buyout Program Employee Resources" for more information about these informational meetings.

I thank you for your service to the State of Tennessee and encourage your careful consideration of this offer.

Sincerely,

Rebecca Hunter, Commissioner  
Tennessee Department of Human Resources

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