

## Acknowledgement of Receipt

I, \_\_\_\_\_, acknowledge ~~the requirements and expectations detailed in~~  
receipt of the Reduction in Force (RIF) notice received from HHS. If I have any questions  
regarding the RIF notice, I will consult with the point of contact identified in the notice.

Furthermore, there were significant procedural violations and deficiencies in this RIF notice, and  
I will escalate this action.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_