**Proof of Service**

**Delivery by Electronic Mail (E-Mail) and US Mail**

I declare that I am over the age of eighteen years, and not a party to the issue described in the attached notice. My work address is University of California, Irvine, [INSERT DEPARTMENT NAME AND ADDRESS], Irvine, California, 92697. My email address is [X].

On [DATE], I served the attached notice by emailing an electronic copy addressed as follows:

[Employee Name]

[Job Title]

Email: [add employee work email, as well as personal email if applicable]

**[If Represented:**

Name, Labor Representative

Union Name

Email: X]

Additionally, I served the attached Notice by placing in a sealed envelope and fully prepaid US Mail addressed as follows:

[Employee Name

Address Line 1

Address Line 2]

I declare under penalty of perjury that the foregoing is true and correct, and this declaration was executed on [DATE] at [CITY], California.

**(Signature)**

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[Name, Title]

(INCLUDE NOTICE NAME HERE)