**Proof of Service**

**Personal Delivery**

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.

On [DATE], I personally served the attached notice to:

[Employee Name]

[Job Title]

[Location Served]

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

**(Signature)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name, Title]

(INCLUDE NOTICE NAME HERE)