

(Use Letterhead)

Date:

To: Name
Title
Department

Dear: (NAME)

Per our discussion(s) on (DATE) concerning your job performance in the area(s) of (AREAS), I regret to inform you that I have decided to terminate your appointment as (SPECIFIC TITLE) in the department of (NAME OF DEPT.)

In accordance with state statute, university policies and your letter of offer dated (DATE) your position is “at-will” which allows the termination of your position at any time.

(Add optional information re: checkout process here)

Sincerely,

Signature

Name
Title

NOTE: THE LETTER MUST BE SIGNED BY THE DEPARTMENT CHAIR OR DIRECTOR OR HIGHER BEFORE ISSUING.

IN ADDITION, FINAL PAY MUST BE DEVELOPED AND PROVIDED TO THE EMPLOYEE UPON THEIR TERMINATION DATE AS IDENTIFIED IN THE LETTER.