Sample Letter

Termination for Cause

(DISCIPLINARY)

[date]

Memo to: [Name of employee, personnel identification number, and department]

From: [University official with termination authority]

Subject: Termination for Cause

This is to inform you that I am terminating your employment with the University, effective at the end of your normal work day on [date] for failure to meet the performance standards of your position as a [employee's title] in the [name of department] at Texas State University.

[Check wording of all termination letters with Human Resources.]

You have the right to appeal this termination letter through the grievance procedures in UPPS No. 04.04.41, “Staff Employee Mediation and Grievance Policy” within 10 working days of receipt. Contact Human Resources if you have questions.

A copy of this letter will be placed in your official personnel record in Human Resources.

Please acknowledge below your receipt and understanding of this letter.

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

Human Resources (acknowledgement)

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

Signature of Employee

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

Date