Sample Letter

Termination (NON-DISCIPLINARY)

[date]

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

From: [University official with discharge authority]

Subject: Termination (Non-Disciplinary)

Through this notification I must regretfully inform you that I am terminating your employment effective [date] as a [employee's title] in the [name of department] at Texas State University.

[Although the employee is not entitled to a statement of reasons for the discharge, the supervisor may, in appropriate situations, provide reasons.]

You have the right to appeal this termination through the complaint procedures in UPPS No. 04.04.41, "Staff Employee Mediation, Grievances and Complaint 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.

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Human Resources (acknowledgement)

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

Signature of Employee

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

Date