[Office Name] [Telephone:]

 [Fax:]

Date:

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

From: [University official with discharge authority]

Subject: Reduction in Force Termination

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.

This termination is made in accordance to UPPS 04.04.14, Staff Reduction in Force, and is a non-disciplinary termination. Please contact the Benefits section of Human Resources to discuss continuation of your medical and dental benefits and other benefits available to you under law and university policy.

You have the right to appeal this termination through the procedures in UPPS No. 04.04.41, "Staff Employee Mediation, Grievances and Complaint Policy” within 10 working days of receipt. Please contact Employee Relations in 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.

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

Signature of Employee

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

Date