Sample Letter

At-Will Termination

 [date]

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

From: [University official with termination authority]

Subject: At-Will Termination

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

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

You have the right to appeal this termination 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.

Please acknowledge below your receipt and understanding of this letter.

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

HR (acknowledgement)

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

Signature of Employee

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

Date