

Sample Letter of Dismissal

[Employee's Name]

[Campus Address]

Dear [Employee]:

In accordance with [cite applicable policy provision or contract article] this is to inform you of your dismissal from University employment, effective [date, to be set with policy/contract guidelines].

[Review information provided in employee's response to notice of intent to dismiss, if any, and explain reasons for proceeding with dismissal;

OR

indicate no response was provided by employee and restate reason conveyed in notice of intent.]

You may review [cite applicable provision or contract article] for your appeal rights.

Sincerely,

[Next Level Reviewer's Name]

[Title]

Attachments:

Letter of Intent to Dismiss

Proof of Service

cc:

Departmental Personnel File

Department Head

Supervisor

Employee Relations Specialist

Employee's Representative, if appropriate

Union, if appropriate

(Sample Proof of Service form inserted here in hard copies of Guide)