

(Department Letterhead)

(Date)

(Employee Name)

(Address)

(City, State, Zip Code)

Dear (Employee Name):

This letter is to inform you that your employment with the University of Montana Western is being terminated effective (date), as confirmed by (our conversation on date or phone call on date).

On (date/s), you chose to (describe the incident/s, specific behavior/s and/or performance concern/s).

The above behaviors resulted in: (state business outcomes, the impact of the behavior or performance concerns, violation of policies, etc)

This incident follows a pattern of similar (misconduct or performance concerns) related to (describe these, if applicable).

You received the following notices of disciplinary actions on the following dates (if applicable):

(If applicable) At the time of your final warning, you were advised of the consequences should any further incident occur in the area of (describe behaviors). You appear to be unable to meet and sustain the performance standards of (title of position) and consistently meet the policies of (the University of Montana Western or department name) such as (list policies).

All relevant factors regarding your employment with (department name) were considered.

Sincerely,

(Supervisor name and signature)

Cc: HRS Personnel File