Letter of Termination / Probationary Employee

TO: **Employee Name**

**Address**

**City, State Zip Code**

FROM: **Department Leader Name / Title**

DATE: **Date**

SUBJECT: Termination Letter / **Employee Name**

Dear **Mr. or Ms. Employee Last Name**:

Effective **Date**, you are being released from employment with the University of Houston for **reason(s) (performance, attendance, etc)**.

I have spoken to you on several occasions referencing the complexity and expectations of your position but you have not demonstrated a change or an adjustment on the job since you began your employment on **Start Date**. Thus, it has become necessary to discontinue your employment at the University of Houston.

In accordance with System Administrative Memorandum (SAM) 02.A.18, Probationary Period for Regular Staff Employees, all **exempt or non-exempt** benefits-eligible staff is hired subject to an initial **twelve (12) month or six (6) month** probationary period. This probationary period allows time for adjustment on the job and an opportunity to determine whether it will be in the best interests of the employee and the employer for the employment relationship to continue.

This letter will serve as notification that, pursuant to the provisions in the above reference policy, you are being relieved of your assignment with the University of Houston as of **Day**, **Date.**

Sincerely,

**Supervisor/Department Leader Name**

**Title**

I, **Employee Name** acknowledge receipt of the above termination notice.

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Signature Date