**Progressive Discipline Template: Letter of Pre-Termination Conference**

<Letter Head>

To:

From:

Date:

Subject: Pre-Termination Conference

Dear [EMPLOYEE],

I write to inform you that I am considering the termination of your employment with Rutgers University for the reasons set forth on the attached letter.

I have scheduled a conference with you via [METHOD OF MEETING - in person, Teams, Zoom] on [DATE OF MEETING]. At that time, I will review the reasons for the possible termination of your employment and give you an opportunity to respond to these reasons. After the conference, I will decide whether to terminate your employment or to take other action.

Your attendance at the conference is voluntary, but this will be your only opportunity to be heard before action is taken against you. If you decide not to attend the conference, then you will have waived your right to a pre-termination conference. [IF ALIGNED - You may choose to bring a union representative to this conference; however, the representative may not act as an advocate during the conference, and inability of a representative to attend will not be cause to postpone it.]

Please confirm to me whether or not you will attend the conference

Sincerely,

[SUPERVISOR NAME]

[SUPERVISOR TITLE/DEPARTMENT]

Cc:

If employee is ALIGNED

Office of University Labor Relations

Associated Collective Negotiations Agreement

SEBS Human Resources

If employee is NON-ALIGNED

University Human Resources

SEBS Human Resources