**Progressive Discipline Template: Letter of Termination**

<Letter Head>

To:

From:

Date:

Subject: Termination

Dear [EMPLOYEE],

On [DATE], you received a suspension without pay for [REASON FOR SUSPENSION]. Since that time, your job performance has continued to be unsatisfactory.

[List examples of poor performance or behavior; continuing issues since date of suspension. Include dates and meetings that were held to discuss issues; summarize what was discussed at the meetings. List facts, not opinions.]

Your performance has negatively impacted our department’s ability to [LIST EXPECTATIONS OF DEPARTMENT]. Therefore, I am terminating your employment with Rutgers University effective immediately.

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