TO: Employee

FROM: Supervisor

SUBJECT: Documentation for Termination of Employment for ___*(offense)*____

DATE:

In accordance with the Indiana University – Purdue University Progressive Disciplinary Action Procedures, listed in the Purdue University Faculty and Staff Handbook, this correspondence will serve as documentation for termination of employment due to ___*(offense)*_____

*(Review previous verbal and written reprimands, within the last 12 month period, if any)*_____
_____

(Date, time, specific location of offense and description of what happened) _____
_____

*(Statement of the policy, procedure or rule that was violated)*_____
_____

*(List the actual or potential consequences of the offense, Ex.: cost to University, burden on supervisor or others, hazard to employees, etc.)*_____
_____

You are officially terminated effective *(List date)*_____

TERMINATION NOTICE
EMPLOYEE ACKNOWLEDGMENT

Employee Comments:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

I understand that my signature does not necessarily indicate agreement. I acknowledge by my signature that I have read this letter and have discussed the contents of the letter with my supervisor.

_____ _____
Employee Name Date

_____ _____
Supervisor Name Date

Cc: Supervisor Cc: Human Resources Cc: Department File