**Termination of Employment Letter Template**

(on department stationery)

DATE

John Doe

1212 Smith St.

Omaha, NE 68114

Dear John:

This letter is a follow up to our phone conversation of December 9th when I informed you that your employment with the University of Nebraska at Omaha is terminated effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, because of your verbal outburst on \_\_\_\_\_\_\_\_\_\_\_\_. You have been orally counseled on two occasions about your inability to work effectively with your colleagues; you were given training on effective communication in \_\_\_\_\_\_\_\_\_. The uncooperative behavior continued, and you received a written warning in \_\_\_\_\_\_\_\_\_\_\_\_ for raising your voice to your colleagues in front of others and thus failing to assist in completing a departmental project.

As we agreed on the phone, we will meet Thursday, \_\_\_\_\_\_\_\_\_\_\_\_ at 5:30 p.m. for you to collect your personal belongings and to return the cell phone checked out to you.

Your last paycheck will include the balance of vacation leave and floating holiday pay.

Should you believe this decision is unfair or discriminatory, you have the right to resolve the matter in accordance with the University of Nebraska at Omaha Staff Handbook.

Sincerely,

Jane Smith

Manager (Title)

University of Nebraska at Omaha

cc: Human Resources