Termination Letter Assignment

For this assignment, you will be writing a "for cause" Termination Letter. Choose an issue warranting termination discussed in class or from your text reading. Write the letter on your company letterhead. For this scenario, your business is in South Carolina and must be compliant with local, state, and federal laws. Therefore, you may need to change your company address for this formal letter.

Your role is that of a division manager, addressing an employee on behalf of the company. You can assume the employee is **not** a union member (so you do not need to invent CBA details).

For letter consideration:
- Did your company have required documentation during employee on-boarding that clearly stated policies regarding poor behavior/performance?
- Were all steps/letters/conversations regarding unacceptable circumstance(s) appropriately documented and dated?

Rhetorical Situation
Purpose: To inform an individual; also establishes evidence for a company
Audience: Individual whose employment is being terminated
Genre: Formal Business Letter
Stance/Tone: Matter-of-fact; simply stating the situation without emotion; concise
Design: Company logo/letterhead
Medium: Hard-copy (printed) letter would be presented face-to-face, directly to employee; however, upload as a WORD.docx to BB dropbox

Rubric: This assignment is worth 100 points
- ➢ Follows termination letter content outlined above and in class
- ➢ Has appropriate address headers for a business letter
- ➢ Written to a specific individual using company letterhead
- ➢ Contains: effective date; reason(s); compensation/benefits; property to be returned; signed agreement reminders; HR contact info as applicable
- ➢ Maintains a formal, professional, "just the facts" tone throughout
- ➢ 1 page
- ➢ **Has attached supporting documentation**
- ➢ Contains *contact information* – **but not for you (the division manager) is this case…**
- ➢ Has an appropriate *complimentary closing* – consider an alternative to "Sincerely"