

**EXAMPLE/TERMINATION LETTER
UNCLASSIFIED OR PROBATIONARY EMPLOYEE**

(Date)
(Name of Employee)
(Address)

Re: Letter of Termination

Dear (Name of Employee):

Your employment with the Department of Corrections is being terminated for the good of the service effective (date and time). (A description of the reason for termination may be included though not required, i.e. This action is due to your dishonesty in accounting for your time as reflected on monthly time sheets and leave requests." Consulting with an attorney in the Office of the General Counsel is advised when making a decision whether to include this information.)

You may respond to this letter in writing and your response will be placed in your personnel file. Please return any identifications, keys, or other property belonging to the department by 5:00 p.m. today.

Sincerely,

(Appointing Authority)

Distribution: Original to employee
Copy to personnel file