[Units must work with HR’s Employee and Labor Relations team to provide an additional final termination letter signed by the VP/Dean at the end of the 30-day notice period].

Date

Name, Title

Campus Address

Dear [insert name],

This letter serves as notice that, based on a review of information received to date, [your Performance Improvement Plan was not completed successfully/you continue to have performance deficiencies within a year of completing a Performance Improvement Plan] and the university intends to terminate your employment. Under OA Separations Policy and Procedures, the university must provide you with thirty (30)-days’ notice that your employment is ending.

You have until 5:00pm on [date 20 days from letter date] to submit a written statement providing information that you believe the university should consider before finalizing this action. Mark Schmelz, Chief Human Resource Officer, will fully review anything you provide and notify you of his final decision. If nothing further is provided, your termination will be effective at the close of business [date 30 days from letter]. By emailing [uoelr@uoregon.edu](mailto:uoelr@uoregon.edu) you may provide information to or request a meeting with Mr. Schmelz. If you are requesting a meeting, put in your request no later than [date 10 days from letter date] to allow for scheduling.

[Include responsibilities during notice period OR Should staffing needs require the university to reassign your duties during the next month, NAME will contact you to discuss these changes].

You may wish to consult with the following resources:

* **Canopywell Employee Assistance Program**

Career and transition counseling

(800) 433-2320 <http://www.canopywell.com/>

- **HR Benefits**

Health insurance and other benefits

(541) 346-3085 [hrbenefits@uoregon.edu](mailto:hrbenefits@uoregon.edu)

Pursuant to the OA grievance policy and procedure, you have the ability to file a grievance challenging any discipline that is imposed, including termination. For more information on OA grievances, please contact Peter Fehrs, Associate Director, Employee & Labor Relations at pfehrs@uoregon.edu or see the OA grievance policy and procedures.

I appreciate your contributions to the university during your employment. I assure you that this action has not been taken lightly and wish you all the best.

Sincerely,

[Supervisor]

Cc: Personnel File

Peter Fehrs, Associate Director, Employee & Labor Relations