

MODEL LETTER FOR USE IN EMPLOYMENT TERMINATION  
AFTER DUE PROCESS LETTER HAS BEEN ISSUED

*(Date)*

*Name*

*Address*

*City, State, Zip*

Dear \_\_\_\_\_:

This letter is to inform you that you are terminated from your employment with \_\_\_\_\_ County as of 5 p.m. today, \_\_\_\_\_ for cause, specifically for the conduct and policy violations as outlined in your *(date of)* due process letter.

On \_\_\_\_\_, you met with \_\_\_\_\_. You were presented with the facts set forth in your due process letter and offered the opportunity to respond either in writing or in person. *(Choose option 1 sentence if employee provided no new information and option 2 sentence if employee provided new information that required further review.) (Option 1)* Your response during this meeting gave me little, if any, new information rebutting the facts or justifying your \_\_\_\_\_ behavior/conduct. *(Option 2)* I considered and looked into the information you presented during the meeting, however I still find termination is appropriate because *(respond to the information employee presented)*.

Arrangements have been made for you to receive all of your wages, unpaid leave, and personal property. Please contact me regarding the return of County property, payment of wages, and the return of your personal property.

I am enclosing a copy of the County's Complaint Resolution/Grievance Procedure for your use in the event you wish to contest this disciplinary action.

Sincerely,

\_\_\_\_\_  
Department Head *(or appropriate title)*

Enclosure