

# Sample Letter Of Termination

Date [Name] [Title] [Department] Queen's University

Dear [Name]:

On behalf of the [Research Project/Department], I would like to thank you for the service and dedication you have demonstrated over the past year. You may add something personal about the employee's individual contribution.

As the [Research Project/Department] will not be receiving funds from [Funding Agency] after [Date], your contract/term appointment with the [Research Project/Department] will not be renewed/extended. Please consider this letter as official notice that your employment with Queen's University as [Title] within the [Department] will be terminated as of [Date].

As described under "Applicant Categories" in the Recruitment and Selection policy, you will be entitled to internal status to apply for other non-union continuing and term staff positions until [Date], which is 6 months from the date of termination.\*

Your Record of Employment will be mailed to your home address and any questions regarding benefits should be directed to Human Resources.

I am prepared to assist you in finding alternative employment at Queen's. I encourage you to apply for positions, for which you are eligible, posted on the Queen's University Human Resources website at [www.hr.queensu.ca/job/job.php](http://www.hr.queensu.ca/job/job.php).

You may be entitled to severance pay should you be unsuccessful in finding another position at the University. I encourage you to contact a member of the Employee Relations Unit in Human Resources regarding this information and to better understand your options.\*\* In addition, please contact the Pensions Unit at extension 36414 to discuss early retirement options that may be available to you.\*\*\*

Thank you again for your invaluable contributions to the [Department]. Best wishes in your future endeavours!

Yours sincerely,

[Principal Investigator/Supervisor's Name] [Title]

c.c. Human Resources

c.c. Pensions

\* Provided the employee has been employed for 12 continuous months

\*\* Severance is applicable if the employee has at least 5 years of service at Queen's University

\*\*\* Provided that the employee is 50 years of age or over and the sum of their age and service is at least 65