

SAMPLE LETTER OF TERMINATION FOR STAFF REDUCTION

Date

Ms. Sally Smith  
(Present Position)

Dear Sally:

After a complete review of the economic issues and austere budget times facing our institution, we can no longer continue your position with the institution. The purpose of this letter is to acknowledge your termination, which is effective of DATE.

As we discussed during today's meeting, we mutually understand and agree to the following:

1. Benefits available to the employee
  - ❖ Severance package
  - ❖ Vacation/sick pay
  - ❖ Health insurance
  - ❖ Life insurance
2. Necessary information that the employee must share with the supervisor to complete existing projects.
3. Discuss how the employee will remove personal belonging from the office and/or institution-owned living facilities.
4. Discuss how the employee will return institutionally-owned materials (e.g., keys, ID card, cell phone).

This letter represents the entire agreement between us and can only be modified in writing. If the agreements outlined in this letter are not agreeable to you, you may contact INSERT NAME OF THE APPEAL PERSONNEL MANAGER by INSERT DATE.

Sincerely,  
Supervisor's Name  
Title

(Employee's Name) acknowledges that he/she has read and understood this agreement.  
(Supervisor's Name) acknowledges that he/she is executing this agreement with the full knowledge of the institution's policies and procedures.

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Signature of the Employee

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Signature of the Supervisor

Date