

## SAMPLE DOCUMENTATION

### *Letter of Termination / Probationary Employee*

TO:           Name  
              Address  
              City, Zip

FROM:

DATE:

SUBJECT:   Termination Letter / (employee name)

Dear employee name:

*(State that the employee is being terminated and give the performance and/or behavior reason for the disciplinary action. Example: "Effective date, you are being released from employment with the University of Houston for your failure to maintain regular and satisfactory attendance and failure to follow departmental notification procedures.")*

*Make a statement(s) referencing any prior performance related conversations. Explain that based on the current needs of the department, it has become necessary to discontinue your employment at the University of Houston.*

In accordance with System Administrative Memorandum (SAM) 02.A.18, Probationary Period for Regular Staff Employees, all (exempt/non-exempt - *select*) benefits-eligible staff are hired subject to an initial (one year (12 month)/six month - *select*) probationary period. This probationary period allows time for adjustment on the job and an opportunity to determine whether it will be in the best interests of the employee and the employer for the employment relationship to continue.

This letter will serve as notification that, pursuant to the provisions in the above reference policy, you are being relieved of your assignment with the University of Houston as of date.

Sincerely,

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(*Supervisor/Mgr. Name - date*)

I, *name of employee* acknowledge receipt of the above termination notice.

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(*Employee name – date*)

xc: Human Resources  
College/Division Business Administrator

**TERMINATION CLEARANCE PROCEDURES – MAPP 02.04.05  
Addendum A - Termination Check List**

Name of Terminating Employee \_\_\_\_\_

Department \_\_\_\_\_ SSN \_\_\_\_\_ Date \_\_\_\_\_

<u>Clearance is required on</u>	<u>From/Department/Phone</u>	<u>Clearance verification*</u>
• Equipment, tools, uniforms, vehicle, Dept ID badge, etc	Employing College/Division	_____
• Keys - exterior door, office, other	Key Control (3-5675) 131 GEN	_____
• Corporate Credit Card	Travel Coordinator (3-5883) 207 Schlumberger	_____
• Cougar One Card	Cougar One Card Office (3-2399) 279 UC	_____
• Audiovisual equipment	Library Distribution (3-1155) 56 L	_____
• Gate card and/or RF tag (Transponder)	Parking (3-1097) 1 E	_____
• MD Anderson Library Access Services (Carrel key, books, ILL, etc.)	Circulation Fax #: 39930	_____
	Interlibrary Loan Fax #: 39725	_____

The college/division administrator is responsible for notifications of termination in the following cases (This may include surrendering restricted personal access to computer systems):

• Long distance access code	Telecommunications (3-1111) 100 CC	_____
• Password, USERID (Administrative & Academic Computing)	IT Technology Support Services (3-1411) 56 MD Anderson Library	_____
• Payroll Department - direct deposit	Payroll (3-8770) Schlumberger	_____

The college/division administrator shall inform the terminating employee of any existing financial indebtedness by checking the BASMIS system. Access is obtained through the Bursar's Office (3-5887) located in 7 E. Cullen.

The terminating employee's immediate supervisor shall request that the terminating employee sign off at each point; however, the supervisor may sign off in this column to verify that the item has been returned to them.

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