

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

(Date)

Name

Address

City, State, Zip

Dear _____:

The investigation of the matters discussed in my letter to you dated _____ has now been completed. The purpose of this letter is to inform you that your employment with _____ County is terminated for cause, specifically *(detail the conduct/activities in which the employee engaged – use the reasons contained in the due process letter)*. Your employment is terminated as of _____.

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