

HR Instructions Manual

SAMPLE NOTICE OF TERMINATION

November 21, 20__

TO: (Employee)

FROM: Assistant Chancellor, Human Resources

RE: TERMINATION FROM EMPLOYMENT

This is to advise you that on (date) the Board of Trustees of the San Diego Community College District approved the termination of your employment effective (date).

The action is taken for the following listed grounds:

Reference Human Resources Manual Filing #[DI-3110](#), Causes for Disciplinary Action and any other District or Department Rules violated.

The above grounds are based upon the following acts or omissions:

(Set forth clearly and specifically all of the details, dates, places, and events which give rise to the action).

This action also took into account that on (date) (list all previous oral reprimands, written reprimands, and suspensions relevant to this disciplinary action).

Copies of the following documents which were considered in making this decision are attached:

(list of documents)

(or)

Copies of all documents and other materials which support the action will be made available to you upon request.