[Units must consult with HR before using this letter]

Date

Name, Title

Campus Address

Dear [insert name],

Thank you for your written response to the letter regarding your Performance Improvement Plan that you received on [date]. After carefully reviewing your response, I have decided [not to alter the original decision and your termination will be effective at close of business on [date]/ to alter the original decision in the following way(s):]. OR [Since I did not receive a response from you, the original decision will stand and your termination will be effective at close of business on [date].

You may wish to consult with the following resources:

* **Canopywell Employee Assistance Program**

Career and transition counseling

(800) 433-2320 <http://www.canopywell.com/>

- **Human Resources Benefits**

Health insurance and other benefits

(541) 346-2956 [benefits@uoregon.edu](mailto:benefits@uoregon.edu)

As a reminder, pursuant to the OA grievance policy and procedure, you have the ability to file a grievance challenging any discipline that is imposed. For more information on OA grievances, please contact Peter Fehrs, Associate Director, Employee & Labor Relations at [pfehrs@uoregon.edu](mailto:pfehrs@uoregon.edu), and/or review the grievance policy and procedure.

I wish you all the best in your future endeavors.

Sincerely,

[VP/Dean]

Cc: [Supervisor name, title]

[Personnel File]

Peter Fehrs, Associate Director, Employee & Labor Relations