[Termination Letter- Probationary Release: Units must consult with the HR Employee and Labor Relations Team prior to using this letter.]

Date

Name, Title

Campus Address

Dear [insert name],

Pursuant to the OA Separations Procedure section III (B), the first nine months of an OA’s employment constitute a probationary period and the university can separate an employee with 30 days’ notice during that time period.[[1]](#footnote-1) This letter serves as your 30-day probationary release notice and therefore your employment with the university will end on [date].

[Should staffing needs require the university to reassign your duties during the next month, NAME will contact you to discuss these changes].

You may wish to consult with the following resources:

* Canopy Well Employee Assistance Program

Career and transition counseling

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

- Human Resources Benefits Office

Health insurance and other benefits

(541) 346-3159 [hrbenefits@uoregon.edu](mailto:hrbenefits@uoregon.edu)

Pursuant to the OA grievance policy and procedure, you have the ability to file a grievance challenging certain types of university actions. For more information on OA grievances, please contact Peter Fehrs, Associate Director, Employee & Labor Relations, at pfehrs@uoregon.edu or see the OA grievance procedures.[[2]](#footnote-2)

I appreciate your contributions to the university during your employment. I assure you that this action has not been taken lightly and wish you all the best.

Sincerely,

[VP or Dean]

Cc: [Supervisor]

Personnel File

Peter Fehrs, Associate Director, Employee & Labor Relations

1. <https://policies.uoregon.edu/vol-5-human-resources/ch-8-separation/officer-administration-oa-separations> [↑](#footnote-ref-1)
2. <https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas/officers-administration/oa-grievance> [↑](#footnote-ref-2)