**Sample Letter Terminating Wage Employment**

**NOTE:**

* Insert on department letterhead.
* Insert information where appropriate (see highlighting)
* Remove all highlighting (and associated text as appropriate)
* Please consult with Human Resources prior to issuance.
* If you meet personally with the employee, have the original letter and a copy (or two signed originals). Give the original to the employee and have the employee sign the copy (or other original) to acknowledge receipt. The copy with the employee’s original signature must be sent to your servicing human resource office to be placed in the employee’s official personnel file.
* If the letter is sent by certified mail, return receipt requested, a copy of the letter and the original green card (showing receipt of the certified letter) should be sent to your servicing human resource office.

Certified Mail - Return Receipt Requested [optional]

[Date]

Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Address]

Dear Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_:

This letter is to notify you that you are being terminated from your temporary wage position with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of office], effective close of business on [date].

Please turn in your uniforms, Hokie Passport, keys, parking permit, and any other departmental equipment in your possession. *(Edit as appropriate, specifying such things as electronic security passes, computers, cell phones, etc. Include a statement about access to systems if appropriate: Your access to [Banner/Hokie Mart/other systems] will be terminated immediately. PIDs are not terminated and access to Virginia Tech email is not usually terminated immediately unless there are security concerns.)*

Please contact me if you have any questions.

Sincerely,

[Name]  
[Title]

cc: Division of Human Resources