**Sample Letter Terminating Probationary 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.

[Date]

[Employee name]

[Address]

Dear [Employee]:

You are currently in a probationary employment status in the [College/Department] at Virginia Tech, working as a [Job Title]. In accordance with University Policy 4260, Probationary Period for University Staff Employees, we have decided to terminate your employment effective [DATE, TIME].

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 unless there are security concerns.)

Please contact the Division of Human Resources at 540-231-9331 for information about your benefits. You may also contact the Employee Relations team in Human Resources for information about resources available to you.

Sincerely,

[Name]

[Title]

cc: Director

Division of Human Resources