

Example

Termination Letter – Unclassified Staff

[Date]

Employee Name
Campus address

Dear [Employee Name]:

Due to your failure to meet performance expectations as a (TITLE) with the Department of (DEPARTMENT), you are hereby terminated from university employment effective (DATE). **You will [not be eligible] [be eligible] for rehire with The Ohio State University.**

You must return all university property, such as keys, BuckID, computer, files, etc., on your last day of work. Please turn these items in to _____.

Upon termination from The Ohio State University, you may be eligible to continue certain benefits. For more information, including deadlines for continuing and/or converting benefits, go to hr.osu.edu/life-events/leaving-ohio-state/.

Sincerely,

Appointing authority or designee

c: SHRP, Director

Note: Items appearing in bold are required in the letter



THE OHIO STATE UNIVERSITY
HUMAN RESOURCES

