**SAMPLE TEXT—NOTICE OF INTENT TO TERMINATE**

***(To be hand delivered or sent via U. S. Mail First Class; Proof of Service required)***

**THIS LETTER MUST BE REVIEWED BY HR BUSINESS PARTNER AND EWR BEFORE BEING ISSUED**

This is to inform you of the action being taken relative to your employment at the University of California at Irvine (UCI). As a result of ongoing issues of **[performance/misconduct/etc.],** previous corrective actionand your continued failure to improve, I intend to dismiss you from employment for **[reason]** effective **[date-factor in the Skelly period]**.

**[Describe incident or behavior in detail, as well as any related prior conversations, counseling, or discipline leading up to this point. Cite to and explain any policy, procedure, or written rule violations. Explain why behavior is a problem and relate the behavior/performance to the expectations or requirements set forth in the policy, procedure, or written rule. Include any reasons given by the employee for the behavior and respond as to the merits of the employee’s reasons.]**

In accordance with **[applicable PPSM or union contract provision]**, you have the right to respond regarding this intended action, either orally or in writing, within **[applicable time frame]**, You should direct any such response to **[Skelly Officer’s name].** If you wish to make an appointment for the express purpose of orally responding to this notice, please contact **[phone contact information]**. You may also respond in writing via email to **[email contact information].** Your response must be received by **[date]**.

During this notice period, you will be compensated but you are to refrain from coming to work at UCI except for the purpose of attending a scheduled meeting to respond to this notice. After your response or after **[date]** if you choose not to respond, you will be advised of our final decision.

Enclosures: Proof of Service and copies of any prior discipline, investigation report or other documentation supporting dismissal

cc: Supervisor and applicable division/unit manager(s)

HRBP

EWR

Personnel File

Union (if applicable)