**Sample Written Notice of Final Decision - REPRESENTED Employee**

Date

Employee Name

PAYROLL TITLE

Address

Address

**RE: Written Notice of Termination**

On DATE, you were served with a Notice of Intent to Terminate. In that Notice you were informed that I intended to dismiss you from your position as a PAYROLL TITLE. The Notice also provided you with the opportunity to respond prior to a final decision being made. **\***[Insert appropriate text from the following]

***\**** *You did not provide a response to the intended action and I have found no cause to change the intended action.*

***IF RESPONSE PROVIDED (IN WRITING OR IN MEETING):*** *I have taken into consideration the statements and information provided by you (and your representative, NAME) on DATE. However, I have found no basis on which to rescind this decision.*

***SKELLY HELD:*** *I have thoroughly reviewed the recommendation of the Skelly Reviewer, NAME , and the attachments included in the review. NAME recommended that the intended termination proceed.*

Therefore, in accordance with Article ## of the Agreement between the University of California and UNION/COLLECTIVE BARGAING AGREEMENT you are hereby terminated from your employment at the University of California, Irvine effective DATE, for (INSERT REASON) as described in the Notice of Intent to Terminate.

Susan Deraita, Benefits Representative, can be reached at (949) 824-7166 to discuss important options that may be available to you regarding your benefits.

You have the right to request a review of this action under Article ## of the Agreement between the University of California and UNION/COLLECTIVE BARGAING AGREEMENT.

(Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Title

Department

cc: NAME Representative, Union

Department, Human Resources

    Name, HR Business Partner

Attachment(s): Reviewer Decision dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice of Intent to Terminate dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNION/COLLECTIVE BARGAING AGREEMENT – Article ## and Article ##

Proof of Service dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sample Written Notice of Final Decision – NON REPRESENTED**

Date

Employee Name

PAYROLL TITLE

Address

Address

**RE: Written Notice of Termination**

On DATE, you were served with a Notice of Intent to Terminate. In that Notice you were informed that I intended to dismiss you from your position as a PAYROLL TITLE. The Notice also provided you with the opportunity to respond prior to a final decision being made. \*[Insert appropriate text from the following]

***\**** *You did not provide a response to the intended action and I have found no cause to change the intended action.*

***IF RESPONSE PROVIDED (IN WRITING OR IN MEETING):*** *I have taken into consideration the statements and information provided by you on DATE. However, I have found no basis on which to rescind this decision.*

***SKELLY HELD:*** *I have thoroughly reviewed the recommendation of the Skelly Reviewer, NAME , and the attachments included in the review. NAME recommended that the intended termination proceed.]*

Therefore, in accordance with Personnel Policies for Staff Members, Policy 64: Termination and Job Abandonment, you are hereby terminated from your employment at the University of California, Irvine effective DATE for (INSERT REASON) as described in the Notice of Intent to Terminate.

Susan Deraita, Benefits Representative, can be reached at (949) 824-7166 to discuss important options that may be available to you regarding your benefits.

You have the right to appeal this decision in accordance with Personnel Policies for Staff Members, Policy 70: Complaint Resolution.

(Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Title

Department

cc: Department, Human Resources

    Name, HR Business Partner

Attachment(s): Skelly Reviewer Decision dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice of Intent to Terminate dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PPSM Policy 64: Termination and Job Abandonment

PPSM Policy 70: Complaint Resolution

Proof of Service dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proof of Service**

Delivery by Electronic Mail (E-Mail) and US Mail

I declare that I am over the age of eighteen years, and not a party to the issue described in the attached notice. My work address is University of California, Irvine, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Irvine, California, 92697. My email address is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I served the attached by emailing an electronic copy addressed as follows:

Employee Name

Email:

Name, Labor Representative

Union

Email:

And in a sealed envelope and fully prepaid US Mail addressed as follows:

Employee Name

Address

Address

I declare under penalty of perjury that the foregoing is true and correct and this declaration was executed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at CITY, California.

**(Signature)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Title

[Notice of Dismissal]