**DATE:** *(Date of letter must be same date that the employee receives the letter.)*

**TO:** FIRST AND LAST NAME (#EMPLOYEE PID) <*Include middle/nickname if necessary.>*

**FROM:** <SUPERVISOR’S FULL NAME> (#SUPERVISOR PID)  
 <DEPARTMENT NAME> (#DEPT ID)

**RE:** Separation from Employment during Probationary Period

You were appointed to your current position as <*job title or working job title>* on <*DATE*>. Your continued employment is contingent upon successful completion of your defined probationary period. This period serves as an extension of the selection process by providing new employees the opportunity to adjust to their new roles and providing supervisors the opportunity to determine if new employees can meet the expectations of their positions satisfactorily before they attain State employee career status.

On <DATE>, I met with you to discuss <*improvements needed/performance deficiencies/conduct concerns, etc*.>. You stated <*briefly indicate the employee’s response. This discussion is when the probationary employee was put on Notice regarding the concerns.*>. Based upon my review and evaluation of your ability to meet the expectations of this position, <specifically involving…>, I have decided to separate you from employment effective <*DATE>.* All University property in your possession (keys, ID cards, electronic equipment, etc.) must be returned upon your separation.

**Leave Payout & Benefits Information**

Any applicable payouts of leave and/or other earned time off will be made to you as provided by University policy. For all state employees, there is no payout of accrued sick leave, although this leave can be restored if you return to employment with the State of North Carolina within five (5) years of separation. Any debts you owe to the University may be deducted from your last paycheck, as required by law or State policy.

You can choose either to retain your contributions to the State retirement system or to withdraw your contributions from the system. If you have questions regarding your benefits and any benefit continuation options following the end of your employment with the University, you may contact <*Name>* in the Benefits Department in the Office of Human Resourcesat <*telephone number>* or *<email address>*.

A separation during probation does not necessarily keep you from receiving unemployment benefits. The Division of Employment Security (DES) determines eligibility for unemployment benefits, not the University. However, DES may consider the reason for your separation from employment when determining eligibility.

**Records Retention**

This separation notification has been issued pursuant to the University’s SHRA Disciplinary Action Policy and is governed by the University’s General Records Retention and Disposition Schedule. It will be retained as part of your permanent personnel file.

**Appeal Rights**

You have the right to appeal this separation under the University System SHRA Employee Grievance Policy (“Policy”) if you believe the decision to separate is due to:

1. Prohibited discrimination based on a protected status as defined by the Policy;
2. Retaliation resulting from protesting prohibited discrimination as defined by the Policy; or
3. Retaliation resulting from reporting improper government activities (“whistle blower” protection) as defined by the Policy.

To be eligible for consideration, you must submit your “SHRA Grievance Initial Filing Form” to the Grievance Coordinator, in the University’s Office of Human Resources, within 15 calendar days of receiving this notification. You may obtain a copy of the Policy from the Grievance Coordinator or from the Office of Human Resources website at http://hr.unc.edu/. If you have questions about your appeal rights, please contact the Grievance Coordinator at grievance@unc.edu.

**Access to Employee Assistance Program (EAP)**

You will have continued access to the Employee Assistance Program (EAP) for a period of 6 months, beginning xxxx through xxxx**.** The EAP is university sponsored, confidential and provided at no charge to you and your dependents. You may contact the EAP at 877-314-5841 (TDD: 800-697-0353) or online guidanceresources.com (University web ID: TARHEELS).

I thank you for your time and service and wish you the best in your future endeavors.

**cc:** NAME <*Chair/Director/Dean of the Department/Division/School*>  
NAME <*HR Officer*> (for department personnel file)  
Employee & Management Relations, Office of Human Resources ([emr@unc.edu](mailto:emr@unc.edu))

*(Submit the draft of this letter, along with your responses to the Probationary Separation Questionnaire, to the EMR Consultant for review and approval.)*

*<EMR Consultant: If this separation is for Conduct ensure the DNR handout is issued>*