Sample Termination Notice for Temps

DATE

TO: NAME
 Department

FROM: NAME
 Department

SUBJECT: Termination of Appointment

This notice is to inform you that your temporary appointment with the University of Vermont will end effective DATE. The University made an institutional decision to reduce the number of temporary employee positions as a cost-savings measure to address anticipated ongoing budget pressures.

Please ensure that you record all hours worked in appropriate systems before your termination date in order to facilitate timely payment.

I thank you for your service to the University of Vermont, and wish you well in your future endeavors.