

(Agency Letterhead)

DATE

EMPLOYEE NAME

ADDRESS

CITY, STATE, ZIP

Dear EMPLOYEE NAME,

You were hired as an CLASSIFICATION NAME/WORKING TITLE with a start date of . Pursuant to North Dakota Administrative Code (NDAC) § 4-07-06-02, as a new hire in a position classified by human resource management services, you are required to successfully complete the six (6) month probationary period for continued employment with the AGENCY NAME. As set forth in NDAC § 4-07-06-03, the purpose of the probationary period is to evaluate whether the employee can meet the performance requirements of the position hired for.

This letter serves as notice pursuant to North Dakota Administrative Code (NDAC) § 4-07-06-06, that due to your unsatisfactory work performance, you have not successfully completed your probationary period. Effective DATE, your employment with the AGENCY NAME will be terminated. The underlying performance issue supporting this decision is REASON(S) FOR TERMINATION – REASON SHOULD BE BRIEF

Per the North Dakota Administrative Code § 4-07-06-05 and the AGENCY Human Resource Policy Manual, a probationary employee may be terminated at will if their performance or behavior does not meet job expectations. Probationary employees do not have appeal rights, and therefore, this determination is final.

Please turn in your key card and badge. If you have any other agency property, please return it to me immediately. You will receive your final paycheck on DATE. If you have any accrued, unused annual leave it will be paid out on DATE.

Your health insurance will be effective through DATE. You will receive additional information from PERS regarding your other benefits and COBRA. If you should have questions about your benefits, please visit the PERS website or call PERS at 701-328-3900 for further for information and assistance.

Sincerely,

Name

Title

I, **EMPLOYEE NAME**, acknowledge that I have read and understand this memorandum and that it is to be placed in my personnel file. I further acknowledge that my signature does not necessarily indicate agreement with the contents of this document. I understand that I have the right to respond to this letter and that my response will be attached to the personnel file copy of this letter.

Employee

Date

Cc: Personnel File