

University of Houston-Victoria
Notice of Dismissal From Employment
FORM D

Date: _____

Subject: **Notice of Dismissal From Employment**

A. Summarize the purpose of the letter. Include the effective date and time of dismissal.

B. Site the reason for the dismissal, specifying dates and actions causing the dismissal. Do not provide unnecessary detail.

C. Remind the employee of their responsibility to complete the university clearance procedures and return all university property.

- D. Include the following notification in the letter. “You are hereby notified that you may have certain rights under UHV Policy C-21, Staff Employee Grievances. Within five days following your last day of employment, Human Resources will mail you a notice by certified mail to your address on file with the University, explaining your rights.”

Document Distribution: 1) Original to Employee 2) Copy to Supervisor 3) Copy to Human Resources