**Template: Notice of Intent to Terminate – MSP Above 3 – Lack of Funding/Project Ending**

* To be hand delivered or sent via US Mail First Class; Proof of Service required.
* THIS LETTER MUST BE REVIEWED BY HR BUSINESS PARTNER AND WR BEFORE BEING ISSUED.

[DATE]

[Employee Name]

[Title]

[Employee Address]

[Employee Email Address]

**Re: Notice of Intent to Terminate**

Dear [NAME]:

This is to inform you of the action being taken relative to your employment at the University of California at Irvine (UCI). Unfortunately, due to [lack of funding, budget cut, OR your project ending],you position is being eliminated effective [date - factor in notice parameters in PPSM-64/Procedure 64].

In accordance with Personnel Policies for Staff Members (PPSM) 64: Termination of Career Employees and Procedure 64, you serve at the discretion of the Chancellor and may be terminated at will and at any time with or without cause.

**[If continuing to work]:** During this notice period, you will be expected to continue to work**.**

**[If not continuing to work]:** During this notice period, you will be compensated but you are to refrain from coming to work at UCI except for the purpose of turning in UCI equipment, as directed. Please make prior arrangements with me should you need to come to the office.

[***OPTIONAL***: Thank you for your service and contributions to the University and [DEPARTMENT]. I wish you success in the future.]

Sincerely,

[Name of Supervisor]

[Title]

[Department]

Enclosures: PPSM-64: Termination of Career Employees

 Proof of Service

cc: [Supervisor and applicable division/unit manager(s) Name, Title]

 [HRBP/CPO Name, Title]

 [Workforce Relations Name, Title]

 Personnel File