**Template: Release of Career Employee during Probationary Period**

[Date]

[Employee Name]

[Title]

[Employee Address]

[Employee Email Address]

**Re: Release from Career Appointment during Probationary Period**

Dear [NAME]:

This is to inform you that effective [insert date], you are released from your position of [insert position title]. This action is taken in accordance with [Insert CBA Article or Personnel Policies for Staff Members-22: Probationary Period].

Please contact [insert benefits representative name/title] at [insert phone number] to discuss the important options available to you regarding your benefits.

You may be eligible for unemployment insurance. Details and an application for unemployment benefits may be obtained from the local office of the California State Employment Development Department (EDD).

[Name of Supervisor]

[Title]

[Department]

cc: [Department Head Name, Title]

[Human Resources Business Partner Name, Title]

[Benefits Representative Name, Title]