



STATECIVILSERVICE

JOB AIDS AND RESOURCES

Template – Letter Separating a Non-Permanent Employee

[DATE]

Dear Employee:

Under the authority contained in Civil Service Rule 12.2(a), your **[insert type of appointment here, e.g. probationary appointment, job appointment, classified WAE appointment, etc.]** as a _____ will end at 4:30 p.m. on **[DATE]**. Please contact the Human Resource office at _____ concerning your final paycheck and any benefits to which you may be entitled.

Sincerely,

Appointing Authority