

Example 5.7a

DISMISSAL NOTICE DURING PROBATIONARY PERIOD

Date _____

To _____

Address _____

You are hereby dismissed during your probationary period from the position classified as
_____ (CS _____)

in _____ (department or college) _____ (institution or agency)

effective at the close of business on _____.

The reason for your dismissal is

Institution

By _____

Proof of Service on Employee

State how this notice was delivered and when:

Signature _____