Date

Employee name

555 street address

Dear Employee,

**RE: Notice of Intent of an Administrative Separation**

In accordance with *Human Resources* *Policy 3-1200: Administrative Separations* (attached), this letter serves as notice of intent of an administrative separation of employment, effective (7 calendar days after the date of this notice). Separation of your employment is due to *PICK ONE (exhaustion of leave, approval for Long Term Disability, inability to perform the essential functions of the position with or without reasonable accommodation or no longer meets the minimum qualifications for the job based on a background check).*  You are placed on paid administrative leave from [date of the notice] until the [effective date of the separation].

You may request an in-person meeting or respond in writing to the factual basis of the intent of an Administrative Separation [within 7 calendar days of the notice]. If you respond to the notice, I will issue a written decision prior to the Administrative Separation. If you choose not to respond, I will proceed with the Administrative Separation effective [date of separation].

Administrative Separations are not disciplinary terminations and are not appealable to the Career Service Council.

Sincerely

Enclosures:

 Human Resources Policy 3-1200: Administrative Separation

Pick one of the following:

Human Resources Policy 3-200: Reasonable Accommodations

Human Resources Policy 4-1000: Long Term Disability

Human Resources Policy 2-500: Background check requirements