



**WASHOE COUNTY SCHOOL DISTRICT
Human Resources
SAMPLE TERMINATION LETTER**

[HAND DELIVERED or DELIVERED REGULAR U.S. MAIL]

_____, _____

Mr./Ms. _____ .
(Position)
[ADDRESS]

RE: Notice of Termination

Dear Mr./Ms. _____:

On _____, _____, _____, at approximately ____:____ .m., a Due Process Meeting was held with you in order to discuss the facts and circumstances regarding an incident that occurred on _____, _____, _____. Accompanying you at this meeting were your Association Representative, _____ and _____. **[or with the Washoe County School District ("District") and I were also in attendance at the meeting.]**

After discussing the incidents with you, hearing your responses to the allegations and upon careful review, it is determined that your actions of **[list the facts _____]** amount to unsatisfactory performance and/or misconduct in violation of **[list appropriate rules and regs and policies that are violated, i.e., District Administrative Regulation 4219 5. Dishonesty; 9. Conduct on or off the job which adversely affect job performance or which adversely reflects on the WCSD and its mission of education; and 11. Conviction of a crime.]** Your service with the District is terminated effective, _____, _____.

Be advised that you have the right to appeal this decision in accordance with Article 8 of the Classified Agreement.

Sincerely,

_____, Principal
_____, School

cc: Tom Stauss, Chief Human Resources Officer
Virginia R. Doran, Labor Relations Manager, HR
Human Resources Analyst
Personnel Technician
Human Resources Technician