FORM LETTER: Pre-termination Conference Notification  
(When an employee is being laid off for lack of funds or   
lack of work, follow the normal procedure; that is, meet  
with the employee first to advise that he/she is being laid  
off and then follow up with the usual layoff letter.)

Date

Dear Employee:

I write to inform you that I am considering the termination of your employment with Rutgers University for the reasons set forth on the attached letter.

I have scheduled a conference with you on \_\_\_\_\_\_\_\_\_\_(date, time, place). At that time  
I will review the reasons for the possible termination of your employment and give you an opportunity to respond to these reasons. After the conference, I will decide whether to terminate your employment or to take other disciplinary action.

Your attendance at the conference is voluntary, but this will be your only opportunity to be heard before disciplinary action is taken against you. If you decide not to attend the conference, then you will have waived your right to a pre-termination conference. You may choose to bring a union representative to this conference; however, the representative may not act as an advocate during the conference, and inability of a representative to attend will not be cause to postpone it.

Please confirm to me whether or not you will attend the conference.

Sincerely,

Supervisor

att.

cc: Union  
Office of Labor Relations  
Whoever the chain-of-command requires

SI NO PUEDE COMPRENDER INGLES, PIDA LE A SU JEFE AYUDA  
PARA TRADUCIR ESTA CARTA AL ESPANOL. (Add this sentence if you believe the employee is unable to read English.)