

SAMPLE
NOTICE OF TERMINATION FROM TEMPORARY APPOINTMENT

[NOTE: All letters affecting termination from temporary appointment are to be reviewed by an Employee Relations Specialist in the Personnel Office prior to issuance. See instructions in Chapter 2 regarding supervisory-maintained personnel records.]

To: Employee Name, Title
From: Supervisor Name (check local delegation of authority)
Subject: Discharge from Temporary Appointment

This is notice of my decision to discharge you from your temporary appointment with the U.S. Fish and Wildlife Service, _____ effective _____¹. This discharge is based on the following reason(s):

[In a short paragraph, explain the nonarbitrary, nondiscriminatory reason for the discharge. Also, briefly describe any previous counseling that may have been given to the employee on this issue. Temporary employees have no appeal rights allowing them to challenge the merits of the action; however, they can file an EEO complaint if they believe the discharge resulted from discrimination because of race, color, religion, sex, age, national origin, physical or mental handicap, sexual orientation, status as a parent or genetic information. To be able to defend the action in case there is an EEO complaint, you should keep some documentation illustrating the legitimate management reason for discharging the employee.]

A Standard Form 50, Notification of Personnel Action, affecting your discharge will be forwarded to you when available².

¹ There is no requirement to provide temporary employees with an advance written notice of termination; however, it is good practice to provide advance notice if possible.

² Because an employee discharged from a temporary appointment does not have the right to appeal the merits of the action, his/her official record will not indicate the reason for the discharge. Instead, the SF-50 will simply state, "Discharged".

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