Click or tap to enter a date.

Employee Name

Street Address

City, State, Zip Code

Dear      ,

On Click or tap to enter a date., you began employment as a       with       within  All staff members are required to successfully complete an Orientation and Evaluation period at the time of hire, in accordance with Duke University policies and procedures.

Your performance or behavior is not acceptable during your Orientation and Evaluation period to include the following reasons:

Thus, you have not successfully completed the Orientation and Evaluation period and your employment with Duke University will be terminated effective Click or tap to enter a date.. Your status for future employment with Duke University/Duke University Health System will be listed as for rehire.

Please return the following items to       by Click or tap to enter a date..

|  |  |  |
| --- | --- | --- |
| ID Badge | Locator Badge | Uniforms |
| Computer | Keys | Parking Pass |
| All client documents | Manuals, plans, projects and work notes, or other business papers | All other department property |

You will receive your final paycheck via your standard payment method (either direct deposit or mail).

You may contact Staff and Labor Relations to answer questions regarding Duke University policies and procedures at  Benefits and/or Recruitment may be reached by calling the Human Resources Information Center at 919-684-5600. Personal Assistance Service (PAS) is also available as a supportive, short-term counseling resource and may be reached by calling 919-416-1727. If you are an out of state staff member who would like to access counseling or coaching services, you may contact Business Health Services (BHS) at 800-327-2251.

Sincerely,

SIGNATURE

NAME, TITLE