



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Termination of Employment Letter

Date \_\_\_\_\_

Dear \_\_\_\_\_  
(Employee Name)

This Letter is to provide you formal notice that your employment has been reviewed following institutional policies and procedures and a decision has been made to terminate your employment with the Texas Tech University Health Sciences Center effective \_\_\_\_\_.

Your Supervisor and the Human Resources Department will work with you to complete the separation and exit process. Please contact the Human Resources department if you have any questions.

Thank you.

\_\_\_\_\_  
(Department Official signature)