

**TEMPLATE – LETTER OF TERMINATION (WITHOUT CAUSE);  
CONSULT WITH UNIT HR**

**PERSONAL AND CONFIDENTIAL**

Date

**MEMORANDUM**

TO: *EM Name*  
*Title*

FROM: *Appointing Authority*  
*Title*

SUBJECT: TERMINATION OF EMPLOYMENT

Pursuant to Board of Regents' Policy, RP 9.212, Executive and Managerial Personnel Policies, Section II.G., Term and Termination, this letter is to inform you of the termination of your executive/managerial appointment as (indicate position title), position number xxxxx, in the (indicate Office). Therefore, your current appointment will end effective the close of business on (indicate month, day, year).

Pursuant to RP 9.212, you are provided (indicate 30 days if individual has return rights to another position, or indicate three or six months if no return rights) prior written notice. During this notice period, (indicate work assignments and expectations during this notice period.) (Additionally, I encourage you to pursue other employment options within and outside the University of Hawai'i system.)

Thank you in advance for your continued service to the University during this period of transition.