

SAMPLE TERMINATION LETTER FOR CAUSE
Failure to attend PY 13 Recertification

(SPONSOR LETTERHEAD)

Date

Participant Name

Address

RE: Termination from SCSEP

Dear XX:

I am writing to inform you that **(insert date: must be a March 2014 date)** is the last day of your SCSEP community Service assignment at (insert Host Agency name).

The reason for your termination is “for cause” because you did not attend your required recertification appointment on **(insert date/time and location of recertification appointment)** or provide required documentation and thus have refused to cooperate with establishing your continued eligibility for SCSEP.

You are on an Approved Break in service and without pay, and you will be exited from SCSEP 30 calendar days from today. You have the right to file a complaint regarding this termination. If you wish do so, our agencies grievance procedure (from your Participant Handbook) is as follows: **(copy and paste the entire grievance procedure from your Participant Handbook or attach it in full to the letter).**

Sincerely,

XXX

Project Director

cc: Host Agency Supervisor