

## RELEASE LETTER

### CUE Article 29 - Probationary Period SCOPE: Clerical Unit

#### Summary

A Probationary Release Letter normally consists of four (4) sections:

1. Statement that you are releasing the employee;
2. Statement that the employee must return keys and/or University property;
3. A closing section stating that the University actions, taken under the provisions of this Article, are not subject to the grievance or arbitration procedures of the Agreement;
4. List the Proof of Service and the individuals receiving copies of the letter.

Employee & Labor Relations is available for information and consultation on proposed releases.

**Instructions are in Boldface Type**

[Date]

[Employee's Name]

RE: Letter of Release (Example)

**Section 1: State that you are releasing the employee and the effective date. (See CX Article 29)**

This is to inform you that I am releasing you from employment with the [department] effective [date].

**Section 2: Tell the employee to return any University property, including keys.**

You must return all University property immediately, including but not limited to: ID badge, keys, equipment (computers, books, cell phones, disks/manuals), uniforms, garage card, copy card, purchase card, work product (electronic and paper files), etc.

**Section 3: State that the University actions are not subject to the grievance or arbitration procedures of the Agreement.**

This release is not subject to the grievance or arbitration procedures under the provisions of the UC/CUE Clerical (CX) Agreement.

**Section 4: List the Proof of Service and the individuals receiving copies of the letter.**

[Signature of Supervisor]

[Supervisor's Title]

Proof of Service

cc: [Department File]  
[UCDHS Labor Relations Consultant w/attachment]  
[UCDHS HR Records w/attachment]  
[UCDHS Benefits]  
[Unemployment Insurance Coordinator-Davis Campus HR]