

Dear

The purpose of this letter is to inform you that your employment with the City of Round Rock has been terminated effective \_\_\_\_\_, within your probationary period following initial employment. As a probationary employee, you must successfully complete a probationary period following initial employment. This period provides a specific time frame for the employer to monitor, evaluate and assist you in adjusting. A successful probationary period would result in the identification and retention of those employees who both demonstrate the skills and meet the performance levels required of the position and adhere to the City of Round Rock personnel policies and department procedures.

You did not successfully complete your probationary period. Therefore, your employment is being terminated for the following reason(s):

You must return all City issued equipment including keys and your ID badge before your final paycheck will be released.

Benefits and retirement information may be obtained by calling the Employee Benefits Division of the City of Round Rock Human Resources Department at 218-5490, located at 231 E. Main Street.

Sincerely,

CC: Employee Personnel File