

**NOTICE OF TERMINATION OF EMPLOYMENT**

**COLBY-SAWYER COLLEGE  
THE HARRINGTON CENTER FOR CAREER DEVELOPMENT**

Date: \_\_\_\_\_

(Employee Name) \_\_\_\_\_ has been terminated from  
his/her position (job title) \_\_\_\_\_ in the  
(department name) \_\_\_\_\_ for the following  
reasons (use a separate sheet of paper if necessary to describe the situation):

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Employee Signature

Date

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Supervisor Signature

Date