

VIA Email (employee's email address) and CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED

<DATE>

<Employee Name>

<Address>

<Address>

<Email:>

<Mr./Mrs./Ms.>

This letter serves as a **Pre-Separation Letter** pursuant to Rule 25 NCAC 01C.1007. Section (a)(1) of the rule states the following:

An employee may be separated when the employee and agency are unable to reach a return-to-work arrangement that meets both the needs of the agency and the employee's condition when:

If an employee remains unavailable for work after all applicable leave credits and leave benefits have been exhausted and agency management does not grant leave without pay, as defined in 25 NCAC 01E.1101, if the employee is unable to return to all of the position's essential duties as set forth in the employee's job description or designated work schedule due to a medical condition or the vagueness of a medical prognosis, and the employee and agency are unable to reach agreement on a return to work arrangement that meets both the needs of the agency and the employee's condition;

Every effort has been taken to avoid this separation, including considering a modified or reduced work schedule and placement in an alternative position. Given the nature of the primary duties of your position as Lead Housekeeper, the Facilities Department cannot keep you in your present position or find alternative employment within the department.

Based on this Rule, we intend to separate you from your employment on **<Day of week, Month Date, Year.>** Separation is unavoidable due to non-existence of positions of positions to accommodate existing medical restrictions documented in your file. You may respond in writing no later than **<Day of week, Month Date, Year.>** (Must be 10 days after date of letter)

Sincerely,

<Supervisor Name>

<Job Title>