

WORK-STUDY EMPLOYEE TERMINATION NOTICE

TO: _____
Campus Work-Study Coordinator

College Work-Study Coordinator

FROM: _____
Work-Study Supervisor

SUBJECT: Termination of Work-Study Employee

DATE: _____

Student Worker _____ **NOVA ID** _____

has been notified and terminated as a work-study employee in the _____
Department/Division on the _____ Campus, effective _____,
and has been instructed to stop reporting for work. Documentation is attached that provides a more
detailed account of the reason(s) for this action. Basic reason(s) for this action is/are:

- () 1. Failure to report to work as scheduled.
- () 2. Continued tardiness.
- () 3. Failure to comply with rules and regulations of the Department/Division.
- () 4. Unsatisfactory performance.
- () 5. Poor work attitude.
- () 6. Violation of policies set forth by NOVA.
- () 7. Other _____

Work-Study Supervisor's Signature

Date