

**This is an example of a SAMPLE LETTER OF
RELEASE DURING PROBATION OR FROM TEMPORARY EMPLOYMENT
for supervisors to use as a reference. There is a fillable letter below that can be
printed on CMH letterhead for supervisors use.**

**To USE the fillable form below, click in each field twice at the beginning
of the field then just tab through the document.**

(Date)

(Employee Name)

(Address)

(City, State, Zip Code)

Re: Release During Probation or from Temporary Employment

Dear (Employee First Name):

Effective _____ (date), you are being released from
employment with St. Clair County Community Mental Health.

Please review the attached CMH Policy 06-001-0115 Resignation/Retirement/
Termination Process. The policy gives you detailed information regarding your
final paycheck and insurance options under COBRA (if applicable). However, if
applicable, please note that you will be notified by our benefits management
company regarding your rights under the COBRA Act of 1985.

Sincerely,

Supervisor's Name

Program Name

cc: Chief Executive Officer
Chief Operating Officer
Chief Financial Officer
Program Director
IT Director
Support Services Director
Administrative Services Director
Personnel Secretary
Payroll Clerk
Union President Chairperson (as applicable)
Personnel File

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Dear Insert Employee First Name:

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