



Texas Department of Criminal Justice

Bryan Collier
Executive Director

TRAINEE SEPARATION LETTER DUE TO ACADEMY RULE VIOLATION

Date: _____

Trainee Name: _____

Month/Day of Birth (mm/dd): _____

Mailing Address: _____

RE: Trainee Separation

Dear Mr. or Ms.: _____

This correspondence is formal notice that you are being separated from employment effective this date because you were unable to meet the requirements for continued employment with the TDCJ for the reason cited below:

Reason for trainee separation: _____

You are eligible to immediately apply for re-employment with the TDCJ in any non-correctional positions for which you qualify, as long as the position does not require successful completion of the Pre-Service Training Academy, the Parole Officer Entry Level Training Academy, or the Office of Inspector General Training Academy. You must wait six months before you are eligible to apply for re-employment or be hired with the TDCJ in any position requiring successful completion of one of these academies.

You may submit an application for employment in accordance with the guidelines stated above; however, there is no guarantee of an offer for re-employment. All your qualifications and the reason you were separated from the academy will be considered.

To apply for re-employment, contact the Employment Section, Texas Department of Criminal Justice, 2 Financial Plaza Suite 600, Huntsville, Texas 77340-3558.

Sincerely,

(Title)

Copies to: Human Resources Section of the Training Department
Master Human Resources file

Our mission is to provide public safety, promote positive change in offender behavior, reintegrate offenders into society, and assist victims of crime.

P.O. Box 99
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