



Martin University

2186 North Sherman Drive
Indianapolis, Indiana 46218

Office of the President

Felicia Brokaw
(317) 917-3671
Fbrokaw@martin.edu

12/15/2025

AMYX, WILLIAM KORY

Dear **AMYX, WILLIAM KORY**,

This letter is to inform you that, due to ongoing financial circumstances, Martin University has made the difficult decision to reduce its workforce. As a result, your employment with the University will end effective December 15, 2025.

This decision is not a reflection of your performance.

Final Pay

You will be paid for all hours worked through December 15, 2025. Your final paycheck will also include payment for any unused accrued vacation time, consistent with the University's Reduction in Force process and in accordance with applicable law.

Benefits

Your University-sponsored benefits will remain active through December 31, 2025. There will be no continuation of benefits beyond this date.

Unemployment Benefits

You may be eligible to apply for unemployment benefits through the Indiana Department of Workforce Development. The University will provide accurate employment information as required and will not contest your eligibility.

Return of University Property

All University property must be returned no later than **December 19, 2025**, including keys, badges, electronic devices, and any University records. Access to University systems and email will be terminated upon your separation.

Support Resources

The University will make available limited transition support resources, including information related to employment and career transition opportunities.

If you have questions regarding this notice, please contact Human Resources at hresources@martin.edu.

We recognize the difficulty of this news and appreciate your contributions to Martin University.

Sincerely,

Martin University

Felicia Brokaw

Interim President

Employee Acknowledgment of Receipt

I acknowledge receipt of this Notice of Separation.

Employee Name: _____

Signature: _____

Date: _____