



EMPLOYEE NOTICE OF TERMINATION

Employee Name Department/Division Date

Issues of conduct: (performance, absenteeism, tardiness, insubordination, intoxicants, illegal drugs, fighting on job, etc.)

Table with 6 empty rows for listing issues of conduct.

Previous verbal and/or written warning notice(s): (date, specificity, environment)

Table with 6 empty rows for listing previous warnings.

Response to warnings: (improvement, deterioration, etc.)

Table with 4 empty rows for describing response to warnings.

Although my signature below indicates that I have received this written notice of termination, it in no way should be considered an admission of guilt or personal agreement that the above event or issues occurred.

Employee Signature Supervisor Witness