



EMPLOYEE NOTICE OF TERMINATION

Employee Name

Department/Division

Date

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

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

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

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