

Notice of Termination

Name: _____ Date: _____

Position: _____

THIS NOTICE OF TERMINATION IS BEING GIVEN FOR THE FOLLOWING REASON(S):

Date of Violation: _____ Time of Violation: _____

Basis for termination:

Dates of Prior Warnings for Violations: _____

Employee Comments:

_____ EMPLOYEE REFUSES TO RESPOND WITH COMMENT.

Employee signature: _____ Date: _____

Manager's signature: _____ Date: _____

Copy mailed to employee: _____ Date: _____

Copy given to employee: _____ Date: _____

Note: This document is for informational purposes only and may not be appropriate for your situation. Please consult an attorney for all legal matters.