

SAMPLE NOTICE OF TERMINATION

Name: _____ Date: _____

Department: _____

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

Date of Violation: _____ Time of Violation: _____

Basis for termination:

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: _____