

### EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Has employee been employed for less than 90 days?  Yes  No

If "Yes", have corrective action warnings been given?  Yes  No

Verbal Warning Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Reason: \_\_\_\_\_

Written Warning Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Reason: \_\_\_\_\_

Written Warning Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Reason: \_\_\_\_\_

### DESCRIPTION:

Explain why employee is being discharged if no warnings have been given (if employed more than 90 days):

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Employee is being recommended for discharge for the following reason(s):

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Upon hire, did employee appear to be qualified for the job?  Yes  No

What could the employee have done to avoid discharge?

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### ACKNOWLEDGMENT:

Proposed discharge date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

Date: \_\_\_\_\_