

TERMINATION JUSTIFICATION (EMPLOYEES WHO PASSED PROBATION)

Employee Name: _____ Date: _____

Supervisor: _____ Department: _____

COMPANY POLICY

The Company's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of four steps – verbal warning, formal written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a formal written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

When a supervisor request to terminate an employee they will be asked to provide the information noted below along with any backup documentation (emails, write ups, pictures, etc):

Details Of Verbal Warning (attach copy of email sent re-capping discussion) **Date:** _____

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Details Of Written Warning (attach copy) **Date:** _____

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Details Of Suspension (this may be bypassed, if no improvement has been shown) **Date:** _____

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Please List All Of The Evidence You Are Presenting For Reasons For Termination

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SIGNATURES

Supervisor: _____ Date: _____

Upper Management: _____ Date: _____

Human Resources: _____ Date: _____