University of Houston-Downtown
Employment Services and Operations

NOTICE OF PROBATIONARY DISMISSAL FROM EMPLOYMENT

Employee Name _____ Employee Title _____ Employee ID _____

Supervisor Name _____ Supervisor Title _____

1. Effective date of dismissal: _____

2. The reason(s) for the dismissal:

3. Previous reprimands and/or disciplinary measures (if any):

4. Date of the final incident that prompted this action: _____

5. What was the final incident that prompted this action:

6. Letter of Probationary Dismissal must be attached.

Approvals:

Supervisor Signature _____ Print Supervisor Name _____ Date _____

Department Head Signature _____ Print Department Head Name _____ Date _____

Respective Vice President's Signature _____ Print Respective Vice President's Name _____ Date _____

V.P. Employment Services & Operations Signature _____ Date _____

Print ESO Representative Name _____