

NOTICE OF PROBATIONARY DISMISSAL FROM EMPLOYMENT

Employee Name	Employee Title	Employee ID
Supervisor Name	Supervisor Title	
Effective date of dismissal:		
2. The reason(s) for the dismissal:		
3. Previous reprimands and/or disciplinary meas	sures (if any):	
4 Data of the final incident that promoted this	antion.	
4. Date of the final incident that prompted this a5. What was the final incident that prompted this		
5. What was the final incident that prompted th	is action.	
6. Letter of Probationary Dismissal must be attac	ched.	
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
Employee Relations Officer or Designee Signatur	e	Date
Print HR Representative Name		