Expectations of your role, (EMPLOYEE POSITION), include regular attendance and punctuality.

Hilltop’s Attendance, Absenteeism and Tardiness policy (page 45 of the employee handbook) outlines the expectation that all employees will report for duty as scheduled and be consistent in their attendance.

Throughout your employment, we have discussed attendance issues on (DATES OF CONVERSATION). On (DATE), you set a final plan of action to meet the expectations of your job.

Since the final plan of action, you have missed the following days and/or have been late to your scheduled shift:

* (LIST DATES IN CHRONOLOGICAL ORDER) – (REASON FOR ABSENCE/TARDINESS)

Unfortunately, the final plan of action was unsuccessful. Due to the continued failure to meet job expectations, your employment is being separated effective immediately.

|  |
| --- |
| Additional Comments: |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date