Expectations of your role, (POSITION TITLE), include (LIST ESSENTIAL FUNCTIONS/COMPETENCIES NEEDING ADDRESSED).

Throughout your employment, we have discussed concerns with your performance in these essential functions on (DATES OF CONVERSATION). On (DATE), you set a final plan of action on how you would be successful in these expectations.

Since the final plan of action, the following instances have occurred that do not meet the performance expectations.

* (LIST PERFORMANCE ISSUES WITH DATES)

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

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| Additional Comments: |

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Employee Signature Date

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Supervisor Signature Date