Expectations of your role, (EMPLOYEE POSITION), include consistently displaying acceptable workplace behavior.

Hilltop’s Employee Conduct policy (page \_\_ of the employee handbook) outlines that certain conduct is considered unacceptable. This conduct includes:

* (LIST THE BULLET POINT OF UNACCEPTABLE CONDUCT FROM EMPLOYEE HANDBOOK)

On (DATE), you set a final plan of action to meet the expectations.

Since the final plan of action, your conduct has not met the expectation of displaying acceptable workplace behavior. This was displayed through (SHORTLY RECAP THE SITUATION).

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