

## **PROBATIONARY WARNING / TERMINATION FORM**

STUDENT EMPLOYEE: \_\_\_\_\_ ID #: \_\_\_\_\_

STUDENT'S SUPERVISOR: \_\_\_\_\_

1<sup>ST</sup> WARNING \_\_\_\_\_ 2<sup>ND</sup> WARNING \_\_\_\_\_ TERMINATION \_\_\_\_\_

THIS IS YOUR WRITTEN NOTIFICATION THAT YOU ARE BEING PLACED ON A PROBATIONARY STATUS FOR THE FOLLOWING REASON(S):

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YOU ARE ASKED TO MAKE THE FOLLOWING CHANGES TO IMPROVE YOUR JOB PERFORMANCE:

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THIS IS WRITTEN NOTICE THAT YOUR EMPLOYMENT WITH THE \_\_\_\_\_ DEPARTMENT HAS BEEN TERMINATED BECAUSE:

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**NOTICE IS BEING SENT TO THE STUDENT EMPLOYMENT OFFICE THAT YOU  
MAY \_\_\_\_ OR MAY NOT \_\_\_\_ BE EMPLOYED ELSEWHERE**

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISORS: PLEASE MAKE 2 COPIES- ONE FOR THE STUDENT AND ONE FOR YOUR FILES. SEND THE ORIGINAL TO THE STUDENT EMPLOYMENT COORDINATOR IN THE FINANCIAL AID OFFICE. THANK YOU.