|  |  |  |  |
| --- | --- | --- | --- |
| **Associate Name:** |  | **Associate ID #:** |  |
| **Date of Hire:** |  | **Position:** |  |
| **Property/Department:** |  | **Community Manager:** |  |
| **Regional Manager:** |  | **Date Delivered:** |  |

|  |  |
| --- | --- |
| **Action:** | Termination |

**Identify Performance Problem or Unacceptable Behavior:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Unacceptable Behaviors** | |  | **Performance Problems** | |
|  | Absenteeism or Tardiness |  |  | Unsatisfactory Customer Service |
|  |  |  |  |  |
|  | Insubordination |  |  | Unsatisfactory Job Performance |
|  |  |  |  |  |
|  | Other (describe below): |  |  | Other (describe below): |
|  |  |  |  |  |
|  | |  |  | |

|  |
| --- |
| **Detailed description of current incident/issue (include supporting details, dates, locations, etc.):** |
|  |
| **Previous action taken to address issue/behavior (include dates, reason, communications with associate, and names of those who spoke to associate):** |
|  |
| **Company policy or procedure related to issue/behavior:** |
|  |

**Associate’s Comments:** I agree  I disagree

**Acknowledgement:**

I have read and understand this document. The absence of any statement on my part indicates my agreement with the report as stated.

|  |  |  |  |
| --- | --- | --- | --- |
| **Associate’s Signature:** |  | **Date:** |  |

|  |
| --- |
|  |

Print Name

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager’s Signature:** |  | **Date:** |  |

|  |
| --- |
|  |

Print Name

|  |  |  |  |
| --- | --- | --- | --- |
| **Witness’ Signature:** |  | **Date:** |  |

|  |
| --- |
|  |

Print Name

MANAGER: PLEASE EXPLAIN TO THE ASSOCIATE THAT A RECORD OF THE TERMINATION ACTION FORM WILL BE RETAINED IN HIS/HER PERSONNEL FILE.

|  |  |
| --- | --- |
| HR USE ONLY | |
| AR Representative Approval Name / Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |