|  |  |  |  |
| --- | --- | --- | --- |
| **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |