

NOTICE OF UNSATISFACTORY PERFORMANCE

Date: _____

Employee Name: _____

This is a written confirmation of our discussion on (m/d/y) ___/___/___, during which we reviewed your performance in your position as (job title) _____. As discussed, your performance is unsatisfactory and requires immediate improvement in the following ways:

Improvement must be made by ___/___/___ when we will discuss these issues again.

Further discipline or performance issues will result in further disciplinary action up to and including termination.

Signature of Consumer or Representative

Date

Signature of Employee

Date

Return this form to MRCl, to be kept in employee's personnel file.