

## Example of Memorandum Requesting Termination

TO: Director of Human Resources  
FROM: Manager Name and Title  
SUBJECT: Request for Termination, Mr. \_\_\_\_\_ (Title, Department Name)  
DATE: November 22, 20XX

Mr. \_\_\_\_\_ has been counseled concerning his job tardiness on April 7, June 5, August 6 and September 3, 20XX. Since January 1, 20XX Mr. \_\_\_\_\_ has been tardy on 23 occasions. Mr. \_\_\_\_\_' yearly Performance Evaluation in March 20XX noted deficiencies in Mr. \_\_\_\_\_ performance of his duties relating to his tardiness, and the quantity and quality of his work. On September 4, 20XX he was placed on probation for continued performance issues and tardiness. Mr. \_\_\_\_\_ has been referred to the Employee Assistance Program for additional assistance in performing his work and improving his tardiness.

On November 21, 20XX Mr. \_\_\_\_\_ was found intoxicated and asleep at his job site. When University Police arrived to assist Mr. \_\_\_\_\_ he was uncooperative and aggressive. Based upon Mr. \_\_\_\_\_' continued performance, tardiness and behavior problems I am requesting immediate termination.

Please find attached additional information and documentation.

Immediate Manager: \_\_\_\_\_  
Director/Dean/Chair: \_\_\_\_\_  
Vice President: \_\_\_\_\_