



## DISCIPLINARY NOTICE

**DATE:** Date Given to the Employee  
**TO:** Employee's Name, Title, and Employee ID #  
**FROM:** Supervisor's Name, Title, and Employee ID#  
**SUBJECT:** Dismissal from Employment

This notice confirms our discussion today informing you that your employment with the City of Denton will end effective immediately. Like all employees at the City of Denton, you are employed on an at-will basis. While we are not required to give you a reason for our decision, we think it is important for you to understand why we reached this conclusion.

### **Reason for Dismissal**

*State directly and factually the reasons for the termination. Include a detailed summary of the employee's conduct or performance supporting the decision including the time, place, date(s) of occurrence and persons present. Also, include a statement about how the incident impacted the department, co-workers, and the City of Denton.*

NAME, Between March 1 and April 1, 20XX, you were tardy or absent to work a total of X times:

- March 1, 20XX: Arrived to work at 8:22 a.m. (22 minutes late)
- March 2, 20XX: (Friday) Sick
- March 4, 20XX: (Monday) Sick
- March 12, 20XX: Arrived to work at 8:32 a.m. (32 minutes late)
- Etc...

Additionally, you show a pattern of using sick days on Fridays and Mondays.

Repeated tardiness, even just a few minutes, and failure to call in before missing a shift cause a ripple effect through the entire production department. Lateness of one employee causes stress on others because they have to work faster to catch up so that coworkers further down the production line have the parts needed to complete their work. Also, delays in production of even a few units per day add up over time and make it more difficult for the organization to meet its goals.

### **Previous Disciplinary Actions or Discussions**

*Include a listing of other disciplinary actions or discussions (including the dates), if applicable, that you have had with the employee that supports this level of discipline. If there is no previous discipline but the action is severe enough to jump immediately to termination, then explain that instead.*

## OUR CORE VALUES

Integrity • Fiscal Responsibility • Transparency • Outstanding Customer Service

NAME, you received written warnings on December 1, 20XX and January 1, 20XX and a reprimand on February 1, 20XX for issues with your attendance. In all of your disciplinary action meetings and in previous one-on-one discussions, the department's attendance and tardiness policy, scheduled work hours, call-in procedures, and the expectation that you arrive to work on time every day, were discussed. Your attendance issues have not improved.

**Citation of Policy Regarding Infraction**

*When possible, cite specific City policy or Department SOP violations. (Policy 109.01 has performance and behavioral examples you can cite)*

Your actions as described above are in violation of City of Denton [TITLE OF POLICY, (POLICY NUMBER)] and the expectations provided to you in previous verbal and written warnings. You were warned that \_\_\_\_\_ . Therefore, your employment with the City of Denton is terminated effective immediately.

Your actions as described above are in violation of City of Denton Sick Leave policy, (111.01), the XXX Department's Attendance and Tardiness SOP (XXX.XX), and the expectations provided to you in previous written warnings and a reprimand. You were warned that if you did not show immediate and sustained improvement in your attendance, you would be dismissed from employment with the City of Denton. Therefore, your employment with the City of Denton is terminated effective immediately.

You are required to return any City property in your possession immediately, including but not limited to, all computer equipment (hardware and software), telephones and other communication devices, credit cards, office keys, security access cards, badges, identification cards and all copies (including drafts) of any documentation or information (however stored) relating to the business of the City, its customers and citizens or its prospective customers and citizens.

**Appeal Rights:** You may have the right to appeal this dismissal in accordance with City of Denton Disciplinary Appeal policy (No. 109.03). Accordingly, you must submit your appeal in writing to the Human Resources Department within ten (10) days of receiving notification of the action taken.

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I understand that the City of Denton is an at-will employer, meaning that my employment has no specified term and that the employment relationship may be terminated at any time at the will of either party with or without notice.

I have received a copy of this notification. It has been discussed with me and I have been advised to take time to read it before I sign it. My signature acknowledges receipt of the notification, but not necessarily agreement with the statements made in it. My signature also acknowledges the

appeal process was explained to me and that I have been provided a copy of the Disciplinary Appeals policy (No. 109.03).

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Supervisor's Signature

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Date

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Employee Signature

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Date

If employee refuses to sign:

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Witness Name, Printed

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Date

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Witness Signature

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Date

**Employee Comments:**

*The employee may use the following space (or add extra pages) to write any comments to the supervisor's statements above. The employee's comments will be filed with this memorandum in the employee's personnel file.*