

Student Employee Disciplinary Notification

Date: _____
To: _____ **ID#:** _____
From: _____
Subject: _____
Occurrence: ☐ First (verbal) ☐ Second (written) ☐ Final (written)

This memorandum serves as a written record of the discussion that you and I are having today regarding your performance as it relates to Messiah University policies and procedures. Your job performance has deteriorated as follows:

- a. We have discussed this with you previously on (dates) _____.
- b. The Messiah University policy is stated below:

Failure to comply with our policies is not acceptable, and you must demonstrate immediate and sustained improvement. Beginning today, your performance improvement will be monitored closely. Continued failure to meet expectations will lead to job termination. Expectations are as follows:

Please sign below. Your signature on this document is an acknowledgment that this matter has been discussed with you and you have reviewed this document prior to inclusion in your personnel file. Your signature is not an indication of agreement or disagreement of the deficiencies that are outlined in this document.

Employee: _____
Supervisor: _____
Print Name *Signature* *Date*

Employee Comments: