To:       Employee Name
CC:      Official Personnel File
From:   Immediate Supervisor
Date:
Re:        Pre-Termination Meeting (for major rule violation or violation of Written Warning, Probation or Suspension)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On <month, day, and year>, <document pertinent facts that describe the employee actions that violated CNM policy>. You were placed on written warning for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your conduct violates the terms of that agreement.

In accordance with CNM employee Handbook, Section 9.03. Item D., which in part states, "In no case shall disciplinary action take place without first giving the employee an opportunity to explain or justify the conduct in question,"  this meeting will take place <month, day, year and time> in the < location>.

If you choose not to attend this Pre-Termination Meeting, I will notify you in writing as to my final decision regarding this matter.

Receipt Acknowledged/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pre-termination meeting scheduled for <    > Department.

Supervisor Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_