



CS-80 (R., 4.07.17)

TERMINATION DURING PROBATION NOTICE



Distribute a copy to:

- Employee
- Department
- Employees' Retirement System
- Dept. of Employee Relations – *Pay Services Section*

| | | |
|-------------|--|---|
| Employee: | | Employee ID No.: |
| Department: | | Race: |
| | | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Division: | | Div. No.: |
| | | Payroll Loc. No.: |
| Job Title: | | Immediate Supervisor: |

Your employment is hereby terminated effective at _____ (am / pm) on _____ (date).

Reason for Termination*:

| | |
|--|---|
| <p>_____</p> <p><i>Date provided to Employee</i></p> | <p><i>Reporting Authority</i></p> <p><i>Signature:</i></p> |
| <p><u>NOTE:</u> City Service Commission rules do not provide for appealing a termination of appointment during the probationary period.</p> <p><u>I.D. Card:</u> If you have been issued an employee identification card, it must be turned in to your supervisor before your final paycheck will be released.</p> <p>*Rule XIV, Section 1 requires that a Report on Probationary Service (Form CS-58) be filed with DER within three business days of termination.</p> | Please print name: |
| | Title: |
| | Date: |
| | <p><i>Department Head</i></p> <p><i>Signature:</i></p> |
| | Please print name: |
| | Title: |
| | Date: |