



TERMINATION NOTICE

(for termination during probationary period)

CS-80 (R. 08.02.16)

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>Reporting Authority Signature:</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 XIII, Section 1 requires that a full statement of reasons for termination be filed with the City Service Commission <u>within three business days</u> of termination.</p>	<p>Please print name:</p>
	<p>Title:</p>
	<p>Date:</p>
	<p>Department Head Signature:</p>
	<p>Please print name:</p>
	<p>Title:</p>
<p>Date:</p>	

