



CS-80 (R., 6.05.19)

TERMINATION DURING PROBATION NOTICE



Distribute a copy to:

- Employee
- Department
- Employees' Retirement System
- Dept. of Employee Relations –send within 48 hours to DERpersonnelforms@milwaukee.gov

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*:

<u>Date provided to Employee</u>	<i>Reporting Authority Signature:</i>	
<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:	
	<i>Department Head Signature:</i>	
	Please print name:	
	Title:	
	Date:	

