**Extraco Progressive Discipline – Termination of Employment**

Name: Click here to enter text. Date: Click here to enter a date.

Manager: Click here to enter text.

Your behavior as described in the summary below has negatively impacted your work, your co-workers’ work, and the customers of Extraco. Because of your inability to meet the expectations of your position, your leadership team has lost confidence in your ability to perform your job duties.

**Reason for Termination:**

You have been coached on Extraco’s customer service standards, policy and procedures repeatedly. Your behavior does not contribute to either a positive or productive work environment, and has negatively impacted your team. Some examples are below:

Date(s) of Infraction:Click here to enter text.

Infraction details:Click here to enter text.

* Click here to enter text.
* Click here to enter text.
* Click here to enter text.
* Click here to enter text.

**Consequences:**

Because you continue to violate company policies and procedures, your management team has lost confidence in your ability to perform the duties of your position in a productive and effective manner. For this reason the company has decided to terminate your employment with Extraco Banks effective Click here to enter a date..

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_