

This form is to be used to by supervisors as a final notice when continued behavior is no longer acceptable. This final notice step includes a Career Advisory Day. The purpose of this day off is to allow the employee to reflect upon their performance and determine if they are willing to formally commit to improving their performance and abiding by worksite policies and procedures.

This is form fill - able document, complete details on your computer, then print for signatures.

Company Name:	
Employee Name:	
Position:	
Date & Time of Meeting:	
Witness:	

Documentation of Meeting:	Document the career advisory day meeting. Indicate what was discussed and any required items the employee must return.

FAILURE TO COMPLY WITH THE ABOVE REQUIREMENTS, COMMITMENT TO THE COMPANY, OR FURTHER VIOLATIONS OF COMPANY POLICIES AND PROCEDURES WILL RESULT IN FURTHER IMMEDIATE TERMINATION. FAILURE TO SUBMIT A SIGNED COMMITMENT LETTER, OR FAILURE TO RETURN FROM THE CAREER ADVISORY DAY WILL BE CONSIDERED A VOLUNTARY RESIGNATION.

Employee Comments	Employees may comment below.

Employee Signature:	
Manager Signature:	
Witness Signature:	
Date Meeting Held:	