Date:

To: (Name of Employee and Position title)

From: (Name of Supervisor)

RE: Termination During Original Provisional Period

In accordance with the Nebraska Supreme Court Personnel Policies and Procedures, I have decided to terminate your employment during your original provisional period for the following reasons:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

You were previously informed of these issues on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and there has been insufficient improvement.

Your employment will end today, \_\_\_\_\_\_\_\_\_\_, 2021 You will receive two-week’s pay in lieu of notice. This document will be placed in your personnel file. Under the Nebraska Supreme Court Personnel Policies and Procedures your termination is not grievable.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Supervisor) Date

My signature indicates only that I have received a copy of this document and does not necessarily indicate agreement with the contents.

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(Name of Employee) Date ­­­­­­­­­­­­­­­­­­­­­­