

Interoffice Memo

TO: Human Resources
FROM: SUPERVISOR/MANAGER
SUBJECT: Request to Fail to Complete Probation for *EMPLOYEE NAME*
DATE:

This memo is to request to process a failure of entrance probation completion for *EMPLOYEE NAME*.

Incidents/Issues:

Corrective Steps Taken to Improve Performance/Overcome Concerns:

Recommendation:

Due to the number of issues and corrective measures taken with little to no improvement I recommend *EMPLOYEE NAME* fail to complete probation.

Attach any/all documentation supporting request (supervisor notes, counseling records, daily operational reports "DOR", etc.)