

Employee Notice of Probation

Date: _____

Store: _____ Clerk's Name _____

Subject: _____

On _____ you were warned regarding your _____.

You are therefore being placed on probation for a period of _____ days commencing on the above date. Please be advised that in the event there is a repeat incident or other problem with attendance you will be subject to further disciplinary action up to and including termination of employment without further notice.

Hopefully, this probationary period will provide you with an opportunity to prove to us that our confidence in you is justified.

Sincerely,

I acknowledge by my signature below that I have been given the opportunity to review and sign this correspondence and are aware of the consequences.

Employee Signature/Date Sign