

# EMPLOYEE TERMINATION NOTIFICATION

Name of Employee: \_\_\_\_\_

1. Date of Notice: \_\_\_\_\_
2. Date of Violation: \_\_\_\_\_
3. Location of Violation: \_\_\_\_\_
4. Nature of Violation:

5. Previous related violation(s) / date(s):

6. Disciplinary action to be imposed:

7. Effective date of termination: \_\_\_\_\_

*I agree and understand that by signing the Electronic Signature Acknowledgment and Consent Form, that all electronic signatures are the legal equivalent of my manual/handwritten signature and I consent to be legally bound to this agreement.*

\_\_\_\_\_  
Mayor's Signature

\_\_\_\_\_  
Date

*I have been informed and understand that I may be able to appeal this disciplinary action, within ten (10) days, to an Appeals Board, and then to the North Ogden City Council. I have also been informed and understand that during the appeals process I may be represented by legal counsel.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date