



Performance Management Decision Making Leave

POST DML CONFERENCE

(Attach to record of conference.)

- The employee wishes to remain employed and agrees to comply with all expectations.
- The employee has decided to resign. (Attach letter of resignation.)

ACTION PLAN FOR IMPROVEMENT:

(Identify specific solutions, expectations and timeframes.)

I understand that my failure to meet the expectations identified on this form will result in immediate termination of my employment. I acknowledge receipt of a copy of this record.

Employee Signature

Date

Supervisor Signature

Date

Department Head Signature

Date

HR Representative Signature

Date