



City Hall
555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
Fax: 360-754-4126

Date

Employee Name
Employee Title
City of Tumwater

Dear *Employee Name*:

This is notice to you that I am considering additional discipline up to and including placing you in probationary status based on your continuing inability to meet our expectations concerning your work performance. Specific areas of concern include, but are not limited to, *inattention to detail, lack of regard of the operation of the department, and unwillingness to improve your skills and work productivity*. Additional information about those concerns is in the attached document relating to violations of City policy.

Pursuant to Section 4.08 and 4.10 of Tumwater's Personnel Policies, I have scheduled a pre-disciplinary meeting for *Date*, at *Time* in the _____ Room. At this meeting, you may respond, either verbally or in writing, to the above performance issues and the continuing concerns that *Supervisor* and I have regarding your work performance. You have the right to legal counsel (*if Union, might say union representation*) at this meeting, at your own expense.

I will notify you of my decision concerning your discipline with the City following this meeting.

Sincerely,

Department Director

ATTACHMENT

c: *Supervisor*
HR