

ACTION PLAN FORM - TERMINATION

Employee Name: _____ Date Observed: _____ Date Coached: _____

Reason for Action:

- Violation of Company Policy
- Performance
- Behavior
- Misconduct

Action Taken:

- Termination

Performance Standard(s) that team member violated:

STANDARDS

- Exceeds Guests Expectations
- Supports "Coaching for Success" Plan
- Enhances Employee Success
- Effectively Communicates
- Committed to Growth
- Effective Team Member
- Personal Skills

CORE VALUES

- Excellence
- Quality
- Relationship
- Integrity
- Enthusiasm

Specific observed performance or behavior and the impact it caused the organization:

Prior Coaching(s) (minimum 6 mo.)
(Verbal, Written, or Action Plans)

Date

Reason

Employee Comments:

Manager signature

Employee signature

General Manager signature

President signature