



**END PROBATION NOTICE**

FC 1726 (10-07-10)

**TO:** Angelica Cruz

**FROM:** Employee Recruitment and Benefits Unit

**SUBJECT:** Cathy Morrey

**DATE:** 12/21/16

The above referenced employee is scheduled for her end probation effective 1/2/17. **Within 30 calendar days of this notice please advise:**

- YES—End Probation should be implemented as scheduled; or
- NO—There may be performance and/or disciplinary issues to address before implementing the end probation.\*

\*Checking NO requires documentation and/or an action plan to be implemented within 30 calendar days. (Contact Employee Relations Unit)

Please sign and return this notice to the Employee Recruitment and Benefits Unit. If this is not received within 30 calendar days, a second notice will be sent to all appropriate parties via e-mail.

Thank you.

cc: Cathy Morrey  
(Information Only)

*Angelica Cruz*  
Signature

*Interim Workforce Development Manager*  
Title

*12/21/16*  
Date

Comments (Optional):