**RECOMMENDATION TO TERMINATE**

**TO:**  Director of Human Resources

**FROM:** [Principal/Supervisor Name]

**DATE:** [Date]

**SUBJECT:** Recommendation to Terminate [Name]

After identifying and providing resources and support over the last \_\_\_\_\_\_\_\_\_\_\_\_\_ school/work days for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee) as part of his/her Plan of Assistance, upon reevaluation, the employee’s performance remains unsatisfactory as evidenced by the following deficiencies that have not been corrected:

**DEFICIENCIES**

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|  |

As a result, I am recommending him/her for termination. I have enclosed a copy of the signed Plan of Assistance and the Final Determination.

cc. Director of Human Resources

cc. Director of [Elementary/Secondary Education, Operations, Special Education, etc.]

cc. Personnel File