



Terminated Probationary Employee Next Steps

Please fill out the following information and email to info@afge4200.org along with

1. A copy of your termination letter
2. Copy of (REDACTED) SF50 if available, if not please tell us your hire date, Position Title, and Directorate, Division and Office that you worked in
3. Copy of your most recent Performance Rating.

Name of Impacted Employee: _____

Personal email address: _____

Best Phone Number to reach you: _____

Date you were told of your terminations: _____

First Line Supervisor: _____

Second Line Supervisor: _____

Please provide the name of anyone else who was present: _____

Please provide additional details: (For Example: Did your supervisor meet with you in the office? Were you Teleworking and notified by email? Were you escorted out of the building?)

What services/ functions are harmed by your removal? _____

What critical programs did you work on? _____

What is the negative impact to delivery of care or other functions as a result of your termination? _____

Have you filed with MSPB? Yes No

Have you filed with OSC? Yes No

If you are unable to provide your SF50, please complete the following:

Hire Date: _____ Position Title: _____

Directorate, Division and Office that you worked in: _____