

7-Eleven Store # _____

EMPLOYEE PERFORMANCE NOTICE

Employee Name		Job Title	Social Security Number	Location #	Date
Performance Discussion (Circle One)			Date	By Whom	
1st Discussion	Verbal	Written	_____	_____	
2nd Discussion	Written		_____	_____	
3rd Discussion	Written		_____	_____	
Performance Deficiency / Policy Violation (Details - dates, times, etc.)					
Performance Requirements / Corrective Action To Be Taken (Discussion Recap)					
Time Frame _____ Days		Follow-up Date _____			
Employee Comments:					

Employee Signature / Title

Date

* Signature is Acknowledgement but not necessarily agreement with issues discussed

Franchisee / Store Manager

Date