

**Blackfeet Tribe  
Termination Notice**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

This is official notice of your termination from employment with the Blackfeet Tribe. This action has been taken for the following reason(s):

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

This termination is effective on the close of business on: \_\_\_\_\_. Prior to receiving your final paycheck you will be required to complete and attach BTP21 Employee Separation Form.

**Approval:**

Supervisor	Date
Program/ Department Head	Date
Personnel Director	Date

**Receipt Acknowledged:**

Employee	Date
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Supervisor: Attach a copy of Employee Incident Investigation Report (BTP16), Employee Warning Notice (BTP 17), plus any other supporting documentation.

In accordance with the Blackfeet Tribal Personnel Policies and Procedures Manual, employee may grieve this action as outlined in Chapter 19. Employee must grieve this action within (5) five working days from receipt of this form. Grievance will be in written form on BTP20.

Employee shall be free from restraint, coercion, retaliation, discrimination, or reprisal when using the grievance procedure.