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**