Date Completed:

Please prepare a timeline description of what happened. Please include relevant dates and identify the people (please use full name first time) or businesses involved and whether any document(s) relate to the event. Add additional lines as necessary.

| **Date(s)** | **Description** | **Document to Support?** | **You have a copy?** |
| --- | --- | --- | --- |
| YYMMDD or MMDDYY or MM/DD/YY | eg. Hired by Defendant Company Inc. | Yes, offer letter | N (if No, who has one?) |
|  | eg. Informed X person that I have physical limitations of ABC | Yes, email on mm/dd/yy  | Y |
|  | eg. Asked for accommodation of \_\_\_. |  |  |
|  | When were complaints made, to whom, and how (oral or written) |  |  |
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| YYMMDD or MMDDYY or MM/DD/YY | eg. Termination of Employment. Manager Joe Schmoe told me they were terminating my employment because they were “going in a different direction.” Joe was present along with HR Director Suzy Q. They gave me my final paystub.  | Yes, Notice of change of status & final paystub | Y |