



EMPLOYEE DISCIPLINE ACTION

Employee name:		Today's Date:	
Position:		Department:	

ACTION TAKEN:

<input type="checkbox"/>	< Verbal Warning	<input type="checkbox"/>	< Written Warning	<input type="checkbox"/>	< Suspension () unpaid days. Day/s out: _____
<input type="checkbox"/>	< Other:	Explain: _____			

Explanation:

The purpose of this warning is to bring to your attention ongoing deficiencies in your conduct and/or job performance. As discussed in our meeting, your job performance needs attention with the following issue(s):

We see no reason that your performance cannot be improved and we look forward to working with you toward that end. This warning is being provided to call these issues to your attention and provide you an opportunity to consider ways to improve.

Goals/ Corrective Behavior

SHOULD YOUR RECORD CONTINUE TO BE UNACCEPTABLE IN THE ABOVE AREA(S), THE COMPANY WILL FIND IT NECESSARY TO TAKE THE FOLLOWING DISCIPLINARY ACTION: ___ <Suspension ___ < Change of position ___ < Termination ___ < Other: Explain: _____

Employee Comments:

The above has been discussed with me by my supervisor. I understand the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of noncompliance.

_____ EMPLOYEE PRINTED NAME	_____ EMPLOYEE SIGNATURE	_____ DATE
_____ SUPERVISOR PRINTED NAME	_____ SUPERVISOR SIGNATURE	_____ DATE