



Employee Name:		Job Title:	
Department:		Supervisor:	
1st Warning Date:	2nd Warning Date:	3rd Warning Date:	

The purpose of this written warning is to bring to your attention new or ongoing deficiencies in your conduct and/or performance. The intent is to define for you the seriousness of the situation so that you may take immediate corrective action. This will be placed in your personnel file.

Reason for warning (violation of company policy or unsatisfactory performance/behaviors):
Prior discussion or warnings on this subject (verbal/written, dates):
Corrective action required:
Consequences of failure to improve performance or correct behavior:

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

Signatures:

Employee: _____

Supervisor: _____

Witness: _____