

Written Warning Form

Name: _____

Department: _____

Date: _____

ACTION TAKEN

- Verbal warning
- Written warning
- Final Written Warning
- Termination
- Other: _____

Depending on the nature of the offense, Bayside Community Church reserves the right to skip any steps at its discretion.

DESCRIPTION OF ISSUE

- Absenteeism
- Conduct
- Safety violation
- Policy and/or procedure violation
- Unsatisfactory job performance
- Other: _____

EXPLANATION

GOALS/CORRECTIVE BEHAVIOR

Should your record continue to be unacceptable in the above area(s), Bayside Community Church will find it necessary to take the following disciplinary action (or more depending on the situation):

- Written warning
- Suspension ___day(s)
- Termination
- Other:

EMPLOYEE COMMENTS

- I agree / I do not agree to have my spouse invited to attend future meetings regarding my performance.

You are formally being warned to bring to your attention the severity of this situation. Failure to correct this behavior and/or further violation of company policy will result in additional disciplinary action up to and including discharge. By signing below you acknowledge that you have received this notice.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

HR Director: _____ Date: _____