

## WRITTEN WARNING

Employee Name \_\_\_\_\_ Department \_\_\_\_\_

Date(s) of Deficiency \_\_\_\_\_ Hire Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Details of Incident

(Specifically what, where, when, and how employee's performance/behavior was unacceptable)

\_\_\_\_\_  
\_\_\_\_\_

### Describe Extenuating Circumstance (if any)

\_\_\_\_\_  
\_\_\_\_\_

### Plan for Improvement

\_\_\_\_\_  
\_\_\_\_\_

### PREVIOUS TWELVE-MONTH HISTORY OF DEFICIENCIES

| <u>Date</u>        | <u>Deficiency</u> | <u>Disciplinary Action Taken</u> |
|--------------------|-------------------|----------------------------------|
| ____ / ____ / ____ | _____             | _____                            |
| ____ / ____ / ____ | _____             | _____                            |
| ____ / ____ / ____ | _____             | _____                            |

### Further Action (i.e., final written warning)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Immediate Supervisor's Signature - 1<sup>st</sup> Level

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

\_\_\_\_\_  
Next Level Management - 2<sup>nd</sup> Level

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

\_\_\_\_\_  
Next Level Management - 3<sup>rd</sup> Level and /or Corporate Personnel Department

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

### Employee Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the nature of this deficiency and understand that if this persists, further disciplinary action, up to and including termination of my employment, may occur. I also understand that the imposition of disciplinary action, up to and including termination, is not preconditioned upon receipt of verbal or written notice of unacceptable conduct.

\_\_\_\_\_  
Employee Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date