

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 - 1st Level

____ / ____ / ____
Date

Next Level Management - 2nd Level

____ / ____ / ____
Date

Next Level Management - 3rd 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