



**WRITTEN WARNING**

Name:
Date:
Supervisor:
Team:
Department

The purpose of this written warning is to once again bring to your attention 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 written warning will be placed in your personnel file.

**REASON FOR WARNING:**

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**CORRECTIVE ACTION REQUIRED:**

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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.

Signatures:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Division/Dept. Manager: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing this form, I am only acknowledging that I have received a copy of this Notice.*

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