DICKINSON FLEET SERVICES, LLC

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FIRST-STEP WRITTEN WARNING

Date: _____

To: _____

From: _____

Subject:

The purpose of this form is to document the performance issues that need to be changed that have been discussed verbally with you.

The following are the performance issues that need correcting:

Expected changes in performance:

Failure to take the above steps to improve your performance will result in future disciplinary action up to and including termination.

Employee	Title	Date
Manager	Title	Date

WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER