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:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

CORRECTIVE ACTION REQUIRED:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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.