

Written Warning

EMPLOYEE _____

DATE _____

SUPERVISOR _____

TEAM/BRANCH _____

DEPARTMENT _____

COMPANY _____

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 until the corrective action required has been taken.

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 non-compliance.

EMPLOYEE _____

DATE _____

SUPERVISOR _____

DATE _____

HUMAN RESOURCE/WITNESS _____

DATE _____