Written Warning

|  |
| --- |
| Employee name:       |
| Employee job title:       |
| Name of Supervisor/Manager issuing warning:       |
| Date of written warning:       |
| Date(s) offense or policy violation occurred:       |
| The misconduct or performance problem was as follows (answer what, when, and where, and has the employee received prior counseling, verbal or written warnings):       |
| The employee will make the following changes to correct the behavior or performance issue:       |
| If you fail to take advantage of this opportunity to correct and address the problems identified above with immediate and sustained improvement, or if further problems are experienced with your performance or conduct, you will be subject to further disciplinary action, including the possibility of immediate termination. |
| Signature of Employee:       | Date:       |
| Signature of Supervisor/Manager:       | Date:       |
| Signature of Witness:       | Date:       |

*The employee must review the warning and will be presented with an opportunity to sign as an acknowledgement.*