

Written Record of Employee's First Violation

Employee Name:

Job Title:

Supervisor:

Date of Occurrence:

Date of Discussion:

The following performance issues or employee behaviors have been discussed with the employee:

(Describe in detail the issues discussed and any response by the employee)

List any relevant company policies violated:

Corrective Action:

(Describe in detail the corrective action required and the timeline for review)

Supervisor Signature: _____

Date:

HR Signature: _____

Date:

My signature below indicates that I have read and received a copy of this document. My signature below does not indicate that I agree with the contents of this document.

Employee Signature: _____

Date:

Copies to:

Employee

Personnel File