

Written Employee Warning for Performance Issues

Employee Name:

Job Title:

Supervisor:

Date of Occurrence:

Date of Discussion:

First Warning

Second Warning

Final Warning

The purpose of this Written Warning is to discuss improvements in an employee's performance, necessary for continued employment with Company. The intent of this Written Warning is to give the employee tools to take corrective action to improve their performance.

Reason for Written Warning:

(Describe in detail the problem areas, including any company policies violated)

Prior Discussions:

(List dates and types of previous discussions or write-ups related to this written warning)

Corrective Action:

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

Consequences of Failure to Improve:

(Describe the next steps if the performance is not improved)

Employee Response:

(Provide the employee the opportunity to respond here or in other written format)

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