



Written Warning – Corrective Action

Employee Name _____ Date _____

Department _____

The purpose of this written warning is to bring to your attention ongoing deficiencies once again 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(s) for warning:

Corrective Action Required and Consequences:

Employee Comments:

My Supervisor has discussed the above statements with me. I understand the content and acknowledge and understand the corrective action required. I also understand the potential consequences of non-compliance. Furthermore, I understand that this written warning does not alter my “employee at will” status set forth in the Employee Handbook.

Employee Signature _____ Date _____

Director/Supervisor Signature _____ Date _____

Forwarded to Human Resources on: _____