



Written Warning Form

Employee Name: _____ Dept.: _____

Employee Title: _____ Date: _____

The purpose of this written warning is to bring to your attention deficiencies in your performance and/or conduct. 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.

Statement of the Problem:

Prior Counseling or Warnings:

Statement of Company Policy:

Summary of Corrective Action:

Acknowledgement:

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 failure to meet expectations as outlined in the corrective action, including further disciplinary action up to and including termination.

Signatures:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

HR Manager: _____ Date: _____