



## Written Warning

<b>Employee Name:</b>	<b>Job Title:</b>
<b>Branch:</b>	<b>Supervisor:</b>
<b>Date:</b>	<input type="checkbox"/> <b>First Warning</b> <input type="checkbox"/> <b>Second Warning</b> <input type="checkbox"/> <b>Final Warning</b>

The purpose of this written warning is to bring to your attention new or ongoing deficiencies 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 for warning** (violation of company policy or unsatisfactory performance/behaviors):

**Prior discussion or warnings on this subject** (verbal/written, dates):

**Corrective action required:**

**Consequences of failure to improve performance or correct behavior:**

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 noncompliance.

### Signatures:

Employee:

Date:

---

---

Supervisor:

Date:

---

---