### Corrective Action Notice

**Employee:** Click or tap here to enter text. **Department:** Click or tap here to enter text.

**Title:**Click or tap here to enter text. **Date:** Click or tap here to enter text.

**YOU ARE HEREBY NOTIFIED OF THE FOLLOWING ACTION:**

**Verbal Warning  Final Warning  Termination Discussion**

**First Written Warning  Suspension of** Click or tap here to enter text.**\_\_\_\_ days**

**(Specific nature of problem and/or infraction, including date, time and all pertinent details; names of witness, if any):**

Click or tap here to enter text.

***Date(s) and time(s) of occurrence(s*)*:***

Click or tap here to enter text.

***Violation (specific rule, regulation, policy or order that was broken):***

Click or tap here to enter text.

***Previous discussions (dates and subjects of prior incidents or warnings):***

Click or tap here to enter text.

***Penalty (for this violation and for recurrence):***

Click or tap here to enter text.

***Objectives:***

Click or tap here to enter text.

**Employee Acknowledgment**

I understand Acra Lending is an “at-will” employer, meaning that my employment has no specified term and that the employment relationship may be terminated any time at the will of either party and without notice. I also realize that Acra Lending is opting to provide me with corrective action measures, and can terminate such corrective measures at any time, solely at its own discretion, and that the use of progressive discipline will not change my at-will employment status.

I have received a copy of this notification. It has been discussed with me, and I have been advised to take time to consider it before I sign it. I have freely chosen to agree to it, and I accept full responsibility for my actions*. I understand that my job is now in serious jeopardy of being lost.* By signing this, I commit to follow all of the above objectives.

**Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** Click or tap to enter a date.

# Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: Click or tap to enter a date.

**Witness (another manager if employee refused to sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:** Click or tap to enter a date.

# Human Resources Acknowledgment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: Click or tap to enter a date.

The employee’s signature is an acknowledgment that he/she is aware of the content of this report and the consequences of further deficient performance.