### 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:**

**Termination**

**(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:***

Termination

**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 have received a copy of this notification. By signing it, I am not stating that I agree to the content as written, but only to acknowledge that I have see the document and have been given a copy.

**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 they are aware of the content of this report