

**Written Warning**

<b>Employee Name:</b>	<b>Job Title:</b>
<b>Location:</b>	<b>Supervisor:</b>
<b>Date:</b>	

**Written Warning**
                 
  **Final Warning**
                 
  **Recommendation for Termination**

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.

<p><b>Reason for warning</b> (specific incident that led to violation of company policy or unsatisfactory performance/behaviors include when, where, how):</p>
<p><b>Prior discussion or warnings</b> (verbal/written, dates):</p>
<p><b>Relevant company policy violated:</b></p>
<p><b>Corrective action required:</b></p>
<p><b>Consequences of failure to improve performance or correct behavior:</b></p>

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: \_\_\_\_\_  
 Department Director: \_\_\_\_\_ Date: \_\_\_\_\_