

GOALS/CORRECTIVE BEHAVIOR:

Should your record continue to be unacceptable in the above area(s), it will be necessary to take the following disciplinary action (or more depending on the situation):

Written warning

Suspension _____day(s)

Termination

Other:

EMPLOYEE COMMENTS:

You are formally being warned to bring to your attention the severity of this situation. Failure to correct this behavior and/or further violation of policy will result in additional disciplinary action up to and including discharge. By signing below you acknowledge that you have received this notice.

Employee: _____ Date: _____

Supervisor: _____ Date: _____