

Written Warning (PT Employees)

Date: MM/DD/YYYY

Issued to: _____ ID: _____

Title: _____

Issued by: _____ Title: _____

Date and Time of Offense: MM/DD/YYYY XX:XX AM/PM

Description of Offense and Supporting Details:

Prior Discussions or Coaching:

Summary of Expectations and Action Plan (include dates for improvement and follow-up plan):

Failure to achieve satisfactory results (significant, immediate and sustained improvement in performance) or any other violations of expectations will result in further action up to and including termination of employment.

EMPLOYEE ACKNOWLEDGEMENT: (The employee's signature below indicates only receipt and understanding of this document, not necessarily agreement. However, failure or refusal to sign does not does not negate the expectations and directives outlined in this document.)

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____