**Employee’s Name                                                                                    Department**

**Previous Written Counseling Dates (if any):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose of this session:**

❏ Attendance related

❏ Performance related

❏ Behavior related

❏ Falsifying records

❏ Violation of policy

❏ Other (explain below)

**Describe event(s) (include evidence, witnesses if appropriate and employee’s response):**

**Describe any prior discussions on this subject/approximate dates, verbal or written (or N/A):**

**Describe behavior’s impact on: individual, team members/department, customer or organization:**

**Describe next steps/dates (expected behavior, performance goals, training completion, etc.):**

**Consequences of failure to correct behavior:**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Employee should sign and date each page of this form)

**NOTICE TO EMPLOYEE:**

It is expected that the behavior noted above will be corrected as stated and/or that you will immediately perform all aspects of your responsibilities at a satisfactory level. Further disciplinary action, up to and including termination, will result if you fail to correct the noted behavior or perform your duties in a satisfactory manner whether or not those behaviors and/or responsibilities are noted above. Please see our corrective action procedures for more information. If you have concerns related to this corrective action, address it through our normal communication/reporting procedures.

**Employee Acknowledgement:**

My supervisor has discussed the above with me. My signature is intended only to acknowledge receipt of this notice; it does not imply agreement or disagreement with the notice itself. If I refuse to sign, someone in a supervisory position within the organization will be asked to initial the form indicating that I received a copy of this form. If I have any comments or response to this written warning, I will note below.

**EMPLOYEE COMMENTS/RESPONSE:**

**Employee’s Signature/Date** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor’s Signature/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Head’s Signature/Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Human Resources’ Signature/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**