

EMPLOYEE WARNING NOTICE

Date:

To: [EMPLOYEE'S NAME]

Dear [EMPLOYEE'S NAME]:

On _____, 20____, at _____, we met to discuss your unsatisfactory performance. Specifically, we identified the following as being unsatisfactory:

In order to improve your performance, you should:

I will assist you in any way I can to remedy the problem; however, unless these matters can be corrected, I shall have no alternative but to undertake further disciplinary or corrective action, which may include suspension.

Sincerely,

[NAME OF COMPANY]

[SUPERVISOR NAME], [TITLE]

I hereby acknowledge receipt of this warning:

[EMPLOYEE'S NAME]

cc: Personal File