

Employee Warning Notice

USPS Contract Route Irregularity Report Disciplinary Response

Employee Information

Employee Name:

Date of Infraction:

Job Title:

Route ID:

Supervisor:

Route Termini:

Type of Warning

- First Warning Second Warning Final Warning/Terminate

Type of Offenses

- Attendance Rudeness to Customers/Coworkers Violation of Safety Rules
 Failure to Secure Mail Unsatisfactory Quality of Work Willful Damage to Vehicle/Property
 Other: _____

Details

Description of Infraction:

Plan for Improvement:

Consequences of Further Infractions:

Acknowledgment of Receipt of Warnings

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature

Date

Manager Signature

Date

Witness Signature (if employee understands warning but refuses to sign)

Date