# Employee Written Warning

## Employee information

|  |  |  |  |
| --- | --- | --- | --- |
| Employee name |  | Date |   |
| Department |  | Job Title |  |
| Manager  |  | Type of Offense:  |  |

## Description

## Plan for Improvement

## Measures of Improvement

Immediate and sustained improvement is required in your performance. Failure to improve, and maintain improved performance, will result in further disciplinary action up to and including termination.

## Acknowledgement of Receipt of Warning

*By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager 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*  | *Date* |