



EMPLOYEE WRITE-UP – CHICAGO SCOOPS, LLC – 1901 N Clybourn Ave, Ste 401, Chicago, IL 60614

Employee Information

Employee Name: _____ Date: _____
Store Number: _____ Persons present at meeting: _____
Manager: _____

Type of Warning

- First Warning Second Warning Final Warning

Type of Offenses

- Tardiness/Leaving Early Absenteeism Violation of Company Policies
 Substandard Work Violation of Safety Rules Rudeness to Customers/Coworkers
 Other: _____

Details

Reason for Write-Up:

Plan for Improvement:

Consequences if Issue Repeats or Persists:

Acknowledgment of Receipt of Write-Up

By signing this form, you confirm that you understand the information in this write-up. 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.

Manager's signature and date

Employee's signature and date

Witness signature and date

Once completed, please email to payroll@chicago-scoops.com with the subject formatted as such: Store number – Employee Name – Employee Write-up