

Written Record of Employee's First Violation

Employee Name:	Job Title:
Supervisor Name:	Date of Occurrence:
Date of Verbal or Written Warning:	

The purpose of this document is to identify behavioral and/or performance issues, discuss improvements, and provide corrective action, necessary for continued employment with the company.

Reason for Verbal or Written Warning *(Check all that apply)*

Behavioral Issue	Performance Issue
☐ Absence	☐ Poor work quality
☐ Dishonesty	☐ Customer service complaints
☐ Substance abuse	☐ Failure to meet production targets
☐ Unauthorized computer use	☐ Policy violations
☐ Early clock out without permission	☐ Insubordination
☐ Harassment	☐ Low productivity
☐ Horseplay	
☐ Tardiness	
☐ Other	

Summary

(Describe in detail each violation listed above and its date of occurrence)

Violation Type	Description of Violation	Date of Occurrence
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Corrective Action

Action	Due Date

Failure to follow the above corrective action plan to improve behavior may result in further written warnings and/or permanent termination.

Employee Acknowledgement

My signature below indicates that I have read and received a copy of this document. My signature below does not indicate that I agree with the contents of this document.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor/HR Acknowledgement

Supervisor Signature: _____ Date: _____

HR Signature: _____ Date: _____

Copies to:
Employee
Personnel File