Written Employee Warning for Performance Issues

Employee Name:	Job Title:
Supervisor Name:	Date of Occurrence:
Date of Written Warning:	
First Warning ☐	Second Warning ☐ Final Warning ☐

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

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

☐ Poor work quality	☐ Policy violations
☐ Customer service complaints	☐ Insubordination
☐ Failure to meet production targets	☐ Low productivity
☐ Other	

Summary

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

Violation Type	***Description of Violation***	***Date of Occurrence***

Prior Discussions

(Note any prior discussions leading up to this warning)

Date	***Discussion Details***	***Link to Supporting Documents***

Corrective Action

Action	***Due Date***

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

Employee Statement

(Employee rebuttal/statement to the above violations)

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