



Written Warning

Employee _____

Date _____

Supervisor _____

Dept. _____

The purpose of this written warning is to bring to your attention ongoing deficiencies in your conduct and/or performance which places your employment in jeopardy. The intent is to define for you the seriousness of the situation so that you may take immediate corrective action. This written warning will be placed in your personnel file.

Summary of Violation:

Corrective Action Required:

The above has been discussed with me by my supervisor. I understand the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of non-compliance.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____