

Employee's comments (after the above discussion of the problems):

NOTES:

NOTICE THAT FAILURE TO IMPROVE IN THE AREAS DISCUSSED ABOVE WILL RESULT IN FURTHER DISIPLINE UP TO AND INCLUDING TERMINATION.

Has employee had previous disciplinary problems (list date, describe problem).

Include what employee has to do to correct problem.

Include supervisor action to correct problem

Include time frame in which employee is evaluated

Explain if the action recommended is a warning for the employee file, discipline pending management review, or immediate termination.

(Use separate sheet if necessary)

Supervisor _____ **Date:** ____/____/____

Employee _____ **Date:** ____/____/____

Witness _____ **Date:** ____/____/____

Witness _____ **Date:** ____/____/____