

**Employee Reprimand/Performance Improvement**

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| **Employee Information** |
| Employee Name: | Date: |
| Job Title: | Manager: |
| Location: | Administrator: |

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| **Type of Warning** |
| * First Warning (Verbal)
 | * Second Warning
 | * Final Warning
 | * Suspension
 |
| **Type of Offenses** |
| * Tardiness/Leaving Early
 | * Absenteeism
 | * Violation of Company Policies
 |
| * Substandard Work
 | * Violation of Safety Rules
 | * Rudeness to Customers/Coworkers
 |
| **Details** |

**Description of Infraction:**

**Plan for Improvement:**

**Consequences of Further Infractions:**

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| **Acknowledgement of Receipt of Warnings** |

**By signing this form, you confirm that you understand the information in this warning. 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.**

**Employee Signature Date**

**Manager Signature Date**

**Witness Signature (if employee understands warning but refuses to sign) Date**