A drawing of a face

Description automatically generated

**Employee Reprimand/Performance Improvement**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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:**

|  |
| --- |
| **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**