

WARNING NOTICE

_____, 20____

To: _____

Dear _____:

On _____, 20____, at _____, we met to discuss your unsatisfactory performance. Specifically, we identified the following as being unsatisfactory:

In order to improve your performance, you should:

I will assist you in any way I can to remedy the problem; however, unless these matters can be corrected, I shall have no alternative but to undertake further disciplinary or corrective action, which may include suspension.

Sincerely,

Company Name

Name of Supervisor

Title

I hereby acknowledge receipt of this warning:

Name of Employee

cc: Personal File