Notice of Disciplinary Action – Written Warning

(Name of Employee)

1. On (Date and Time) we met to discuss your unsatisfactory behavior / performance.

(Describe Incident / Unwanted Behavior)

_____

_____

_____

2. To improve your future performance, the following recommendation was made:

(Describe recommendation)

_____

_____

_____

I will provide assistance and supervision to ensure that the problem is rectified.

As this is your second warning for unsatisfactory behavior / performance, you should be aware of the serious nature of this offence.

This written warning will be regarded as your final warning. In the event that this behavior is not corrected, or there is another infraction of company policy, poor behavior, or a performance based issue, your employment with (Company Name) will be terminated.

3. The following type of disciplinary / corrective action will be taken as a result of this infraction / poor behavior / performance issue: (Suspension, shift change, etc.)

_____

_____

_____

Please keep this as a record of your disciplinary / corrective action.
Type of Disciplinary Action Taken – Written / Final Warning

Sincerely,

Name of Manager
Title
Phone Number

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