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| **Employee Write-up Form** | | | | | |
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| Employee Information | | | | | |
|  |  |  |  | / | / |
| Employee Name |  |  | Date | | |
| Location |  |  |  |  |  |
| Job Title |  |  | Manager Name | |  |
| Type of Warning | | | | | |
| Verbal Warning | First Warning | | Second Warning | Final Warning | |
| Type of Offense | | | | | |
| Tardiness/ Leaving Early | | Absenteeism | | Violation of Company Policies | |
| Substandard Work |  | Violation of Safety Rules | |  |  |
| Other: |  |  |  |  |  |
| Description of Infraction: | | | | | |
| Plan for Improvement |  |  |  |  |  |
| Consequences of Further Infractions: | | | | | |
| Acknowledgment of Receipt of Write-up | | | | | |
| 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. |  |  |  |  |  |
| Employee Signature: |  |  | Date: |  |  |
| Manager Signature: |  |  | Date: |  |  |
| Witness Signature: |  |  | Date: |  |  |

