

CORRECTIVE ACTION

Detail the actions the employee must take to fix their conduct, including attainable objectives with timeframes. Provide resources to help the employee achieve these goals.

Goals:

Resources:

NEXT STEPS

List out consequences or further disciplinary action for unsatisfactory improvement.

SIGNATURES

By signing below, the employee and manager acknowledge that they reviewed this disciplinary action together. The employee understands that this will be placed in their personnel file and that continued misconduct will result in further disciplinary action, up to and including termination.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Witness signature: _____

Witness print: _____ Date: _____

REFUSAL ACKNOWLEDGEMENT

By signing below, the employee acknowledges they received this warning but disagrees with its contents. The employee was allowed to explain why they disagreed by writing their reasons on the back of this form. The manager also outlined the disciplinary action appeal process to the employee.

Employee signature: _____ Date: _____