



This warning is to inform you of the seriousness of the situation and provide you with support to take corrective action. Upon review and discussion with your manager, please sign this warning to acknowledge your understanding of the terms. This written warning will be placed in your personnel file.

**Dates of prior discussions and warnings related to this written warning:**

**Statement of corrective action:**

You will have 30 days from the date of this written warning to show improvement based on the corrective action steps described above. If you do not show improvement during this time, you will be subject to further disciplinary action, up to and including termination.

By signing below, I acknowledge that I have received this written warning and had an opportunity to ask questions and discuss the terms with my manager and a representative from HR. I understand the consequences of failing to follow the corrective action described above.

\_\_\_\_\_  
Employee, Printed Name                      Employee, Signature                      Date

\_\_\_\_\_  
Manager, Printed Name                      Manager, Signature                      Date

\_\_\_\_\_  
HR Representative, Printed Name                      HR Representative, Signature                      Date