|  |
| --- |
| **Employee Information** |
| **Employee Name:** | **Supervisor/ Manager Name:**  |
| **Employee ID:** | **Date of Write Up:** |

|  |
| --- |
| **Write Up Details** |
| **Violation(s)** | **Warnings Given** |
| * Tardiness/ Absenteeism
* No Call No Show
* Insubordination
* Inappropriate Conduct/ Behavior
* Drug or Alcohol Use in The Workplace
 | * Misuse of Company Resources
* Violation of Company Policy/ Procedures
* Failure to Accurately Record Hours (Time Theft)
* Theft of Company Property
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | * One
* Two
* Three
 |

|  |
| --- |
| **Description of Violation(s)** |
|  |

|  |
| --- |
| **Action To Be Taken** |
| * Warning
 | * Probation
 | * Suspension
 | * Dismissal
 | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Plan For Improvement** |
|  |

|  |
| --- |
| **Additional Comments** |
|  |

**By signing this form, the employee confirms that they have received a write up notice for violating one or more workplace policies.**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager/Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**