

**WRITTEN WARNING TO EMPLOYEE**

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_ received this written warning  
(name of employee)

about \_\_\_\_\_  
(nature of misconduct and corrective action required)

and was informed that the employee's failure to correct the conduct described above could result in further disciplinary action upto and including termination.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of supervisor)

I hereby acknowledge that I was informed of the conduct and corrective action described above. I further acknowledge receipt of a copy of this written warning.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of employee)

NOTE: FILE ORIGINAL IN EMPLOYEE'S PERSONNEL FILE.