

WARNING NOTICE

Date:

To:

Re: Warning Notice

Dear:

You and I met on the _____ day of _____, 20__ to discuss your unsatisfactory performance. The following aspects of your performance were identified as being unsatisfactory:

In order to improve your performance, you should:

Your performance will be evaluated again on the _____ day of _____, 20__. If your performance is not brought up to a satisfactory level by that time, further disciplinary or corrective action, including suspension or termination, may be taken.

Sincerely,

Name, Title

I acknowledge that I have received a copy of this warning:

Employee Signature