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| --- | --- | --- |
| Employee Name: | Date: |  |
| Supervisor Name: | Department: |  |

**WRITTEN WARNING**

The purpose of this written warning is to bring to your attention ongoing deficiencies in your conduct and/or performance. It is my intent to make you aware of the areas in which your performance is not meeting expectations and to assist you in improving your work performance. You are being advised of the seriousness of the situation so that you may take immediate corrective action. This written warning will be placed in your personnel file.

**REASON FOR WARNING:**

**CORRECTIVE ACTION REQUIRED:**

**PROGRESSIVE DISCIPLINE:**

Employee Acknowledgement:

The above has been discussed with me by my supervisor(s). I understand the content of this document and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of noncompliance.

Signatures:

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| Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ |
| Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ |
| Division/Dept. Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ |