



Name of Employee: _____

Date: _____

Reason for Action:

Description of Situation or Circumstances:

Further Action, if same or similar behavior is repeated:

Failure to meet and sustain corrective action may lead to further disciplinary action, up to and including termination.

Employee Comments: _____

I've read and I understand this Corrective Action. (Understanding does not signify agreement.)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

HR Director: _____

Date: _____