

WRITTEN CORRECTIVE ACTION NOTICE

Employee Name \_\_\_\_\_ Date \_\_\_\_\_  
Job Title \_\_\_\_\_ Department \_\_\_\_\_

This corrective action notice is given to you as a formal written warning for the following reason(s) of improper conduct, violation of an established rule, unsatisfactory work performance, or other cause as explained below.

- ABSENTEEISM
- ABUSIVE LANGUAGE
- IMPROPER DRESS
- IMPROPER USE OF EQUIPMENT
- INSUBORDINATION
- MISCONDUCT
- TIME CLOCK INFRACTION
- TARDINESS
- UNSATISFACTORY JOB PERFORMANCE
- OTHER

Explanation of Violation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prior verbal or written corrective actions (give dates and corrective actions taken): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective Action Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This corrective action is intended to give you an opportunity to correct your work performance and conduct in the future. Failure to do so will subject you to further corrective action and could result in your dismissal from employment with the college.

Date \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

My supervisor has discussed this written report of corrective action with me and I have received a copy of the notice.

Date \_\_\_\_\_ Employee's Signature \_\_\_\_\_

Copies: Employee  
Human Resources