



1324 LINDALE DR.
CHESAPEAKE, VA 23320
SALES: (757) 547-2167

2502 58TH STREET
HAMPTON, VA 23661
SALES: (757) 826-3600

3666 PROGRESS RD.
NORFOLK, VA 23502
SALES: (757) 857-4324

3405 WEST MOORE ST.
RICHMOND, VA 23230
SALES: (804) 612-3286

268 LONDON BRIDGE RD.
VIRGINIA BEACH, VA 23454
SALES: (757) 631-1755

Name	Department	
Job Title	Emp. No.	Date

Instructions: Complete this form when it is necessary to warn an employee that their performance is unacceptable. Review the report with the employee. Give a copy of the report to the employee and retain the original in the employee's file for future reference.

You are hereby notified that your performance in the following area(s) is unsatisfactory at this time. We want you to remain employed at this firm, but failure to correct deficiencies may result in termination of employment.

- | | | | | |
|--------------------------------------|--|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Punctuality | <input type="checkbox"/> Job Knowledge | <input type="checkbox"/> Production | <input type="checkbox"/> Safety | <input type="checkbox"/> Completeness |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Job Skills | <input type="checkbox"/> Accuracy | <input type="checkbox"/> Cooperation | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Attitude | <input type="checkbox"/> Leadership | <input type="checkbox"/> Obedience | <input type="checkbox"/> Conduct | <input type="checkbox"/> _____ |

Explanation and further details

Follow-up action needed

I acknowledge receipt of a copy of this warning and I agree disagree with it and state:

Employee Signature	Date
Company Name Tidewater Fleet Supply, LLC	Completed By
Title	Signature