

**PERFORMANCE ACTION NOTICE**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE NO.</b>	<b>DEPT./COMM. UNIT</b>	<b>LOCATION</b>
		IVY LANE CORPORATION	GR-
<b>IMMEDIATE SUPERVISOR/MANAGER</b>		<b>SUPERVISOR/MANAGER'S MANAGER</b>	

**LEVEL OF DISCIPLINE**

<input type="checkbox"/>	Verbal Warning	<input type="checkbox"/>	Written Warning	<input type="checkbox"/>	Final Written Warning*	<input type="checkbox"/>	Termination
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**Current Incident Description and Supporting Details:** *(Description of Incident with Date, Time and Location of occurrence, as well as Organizational Impact. Attach any supporting documents.)*

Ivy Lane Corporation expects all of its employees to adhere to an acceptable level of performance. Failure to improve and maintain a satisfactory level of performance may result in further disciplinary action, up to and including termination.

**Previous Disciplinary Action:** *(Attach documentation)*

<i>Level of Discipline</i>	<i>Date</i>	<i>Incident</i>

**Guidelines to address the issue:**

<b>1. Expectations:</b>	<b>2. Measurable/Tangible Improvement Goals:</b>
<b>3. Measurement Timeframe:</b>	<b>4. Training or Special Direction to be provided:</b>

**5. Employee's Recommendation/s for Improvement:**

**EMPLOYEE ACKNOWLEDGEMENT**

This Document Was Issued To Employee on \_\_\_\_\_ (Date)

I have received a copy of this notification and it has been reviewed with me. I understand that failure to meet the expectations outlined above and sustain an acceptable level of performance moving forward may result in further disciplinary action, up to and including termination. I understand that if termination results, the Company will provide me with only wages owing me to the date of termination and any accrued vacation pay.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Manager/Supervisor Signature*

\_\_\_\_\_  
*Date*