
Witness(es):

Employee Comments:

Desired Outcome:

Improvement Timetable: Immediate 30 Days 60 Days 90 Days Other: _____

Consequences of Failure to Improve: Discipline Up To/Including Termination Probation Transfer
 Suspension Immediate Termination Demotion

We the undersigned hereby agree that we have discussed the above incident and agree that the listed actions will result if improvements are not made in the specified time. We the undersigned also agree that this report will remain in the employees permanent file, indefinitely, and that the conditions/disciplinary action(s) listed are not final and may be altered, at any time, as deemed necessary by management. Additionally, we agree to hold harmless any and all persons/agents/owners/companies and their heirs from the actions related to this incident and its report and agree to release them from all liability past, present, and future.

Supervisor's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

