



PERFORMANCE IMPROVEMENT PLAN WRITTEN WARNING FORM

Employee Name		Department	
Div/BU & Location		Position	
Date of Written Warning:			
Date of previous discussion(s):		<input type="checkbox"/> Written: <input type="checkbox"/> Final Written:	
Reason for Warning: (Please Check)			
<input type="checkbox"/>	Attendance	<input type="checkbox"/>	Work Performance
<input type="checkbox"/>	Tardiness	<input type="checkbox"/>	Other (Specify)
<input type="checkbox"/>		<input type="checkbox"/>	Conduct
<input type="checkbox"/>		<input type="checkbox"/>	Violation of Company Policy

PERFORMANCE/BEHAVIOR ISSUES

Details/Summary of unsatisfactory performance or conduct

EXPECTATIONS & REQUIREMENTS

Details/Summary of action required to be taken to correct problem and appropriate time frame for improvement

PERFORMANCE IMPROVEMENT PLAN TERMS

The above expectations and requirements must be adhered to at all times and improvement must be maintained and sustained throughout employment. Failure to meet performance expectations will result in further disciplinary action, up to and including termination of employment. Employee will not be eligible for salary increases during this period.

PROGRESS / FOLLOW-UP DISCUSSION(S)	Scheduled On:
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Manager/Supervisor Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> HR Representative Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

EMPLOYEE ACKNOWLEDGEMENT & SIGNATURE

I, the undersigned employee, acknowledge that this information outlined herein has been discussed with me. My signature below does not constitute my agreement, but rather only my acknowledgement that these items were discussed.

Employee Signature

Date

EMPLOYEE COMMENTS

This notice does not create any contractual rights or alter the employee's status as an at will employee.