

Written Warning

TO: _____
Employee last name First Name M.I.

FROM: _____
Supervisor Last Name First Name M.I.

Date: _____

1: Describe Problem: _____

2: Summarize Prior Verbal and Documented Counseling Sessions:

3: List Specific Actions Taken:

4: Managers Statement:

5: Consequences:

"I understand _____ is an 'at-will' employer, meaning that my employment has no specified term and that the employment relationship may be terminated any time at the will of either party on notice to the other. I also realize that _____ is opting to provide me with corrective action measures, and can terminate such corrective measures at any time, solely at its own discretion, and that the use of progressive discipline will not change my at-will employment status. I have read and understand the Warning and the consequences should I fail to correct this problem.

Employee Signature

Date

Manager's Signature

Date