

Corrective Action Notice

Date:

Employee:

Position:

Supervisor:

Department:

Steps (choose which this meeting is):

Coaching and training discussion
documentation
Informal Warning (Verbal Warning)

Formal Warning
Final Warning
Dismissal

Identification of Issue:

Tardiness	Quality of Work
Attendance	Quantity of Work
Insubordination	Safety
Policy Breach	Other

Explanation of Incident/Issue(s) (include date, time, location):

Previous documentation/warnings of previous same incident (attach copy or record dates/times of previous discussion):

Impact (result of incident and potential implications):

Solution/Expected Improvements (include any employee input, deadline for change, etc):

Employee Comments:

Scheduled follow up meeting to discuss progress:

Failure to demonstrate immediate and sustained improvement may lead to further disciplinary action up to and including termination.

Employee Signature:

Supervisor Signature:

Distribution: One copy to Employee, one copy to Supervisor and original copy to Human Resources