**EMPLOYEE WRITE**

**UP FORM TEMPLATE**

*Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The purpose of this written warning is to bring to your attention ongoing deficiencies in your conduct and/or performance [state if this is a follow up to a previous verbal warning]. The intent is to define for you the seriousness of the situation so that you may take immediate corrective action. This written warning will be placed in your personnel file.*

*This warning is the \_\_\_\_\_\_ time I have been warned on this issue.*

*REASON(S) FOR WARNING:*

*CORRECTIVE ACTION(S) REQUIRED:*

*The above has been discussed with me by my supervisor. I understand the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of noncompliance.*

*I understand that I have \_\_\_\_\_\_ days to rectify this behavior.*

*Signatures:*

*Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_*