**Warning Letter**

**Employee Information**

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| Employee Name: | Direct Manager: |
| Employee ID: | Date: |

**Type of Violation/Unsatisfactory Action**

You are receiving this ***Warning Letter*** as a result of the issue(s) identified below. Please note that this warning is considered the first step in [Company Name]’s discipline process. You are requested to improve your job performance and/or alter your behavior that has led to this warning. Failure to make requested corrections will lead to further disciplinary action up to and including termination. Type of violation/unsatisfactory action:

* Unsatisfactory Work Performance
* Violation of Company Policies or Procedures
* Disrespectful Behavior
* Excessive Absenteeism or Tardiness
* Property Damage
* Other, ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Corrective Action Plan**

The following immediate corrective actions must be taken by the employee.

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**Signatures**

By signing this ***Warming Letter*,** you confirm that you will comply with the corrective action plan, and failure to do so will lead to further disciplinary action up to and including termination.

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| ***Employee Name:*** | ***Employee Signature:*** |
| ***Direct Manager Name:*** | ***Direct Manager Signature:*** |
| ***HR Manager Name:*** | ***HR Manager Signature:*** |