



# SIGNATURE

## CORRECTIVE ACTION NOTICE

Supervisor Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**VERBAL WARNING** Supervisor met with employee to give verbal warning. Corrective action has been taken.

**WRITTEN** Performance / behavior has not been corrected the employee is being reprimanded for his/her actions. Any further violations may warrant further disciplinary actions, up to and including termination.

**TERMINATION** Effective Date: \_\_\_\_\_

**EXPLANATION & REMARKS:**

Reason:  Performance  Behavior

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**Corrective Action Plan:**

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**Meeting to Re-evaluate Performance / Behavior \_\_\_\_\_ (date)**

**Additional Comments:**

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Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness / Name: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYEE INITIALS INDICATE CORRECTIVE MEETING TOOK PLACE**