

**COMPANY NAME**

**WRITTEN WARNING MEMORANDUM**

EMPLOYEE NAME \_\_\_\_\_ CURRENT DATE \_\_\_\_\_

IMMEDIATE SUPERVISOR \_\_\_\_\_

DATE OF DISCUSSION \_\_\_\_\_ TIME \_\_\_\_\_

REASON FOR WARNING \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IMPROVEMENT EXPECTED \_\_\_\_\_  
\_\_\_\_\_

DATE IMPROVEMENT EXPECTED \_\_\_\_\_

SUPERVISOR WILL ASSIST EMPLOYEE IN MEETING EXPECTATIONS IN THE FOLLOWING  
MANNER: \_\_\_\_\_  
\_\_\_\_\_

FURTHER ACTION TO BE TAKEN AT END OF IMPROVEMENT PERIOD IF PERFORMANCE DOES  
NOT IMPROVE: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

ORIGINAL: Personnel File

COPIES: Employee

\_\_\_\_\_  
AUTHORIZED SIGNATURE