

Template

☐ Written Warning OR ☐ 911
Download First – Do Not Fill Out Online

1. Click the link and download the PDF to your Downloads folder (or another easy-to-find location).
Do not fill out the form in your web browser. Open the saved file to complete.
2. Fill out the form electronically and save your changes.
3. Email the completed form AND a factual recap of your conversation to

HR team.

Team Member Name Date Business &/or Region

Statement of today's performance issue

❖ if this space is not sufficient, please attach documents to this report when turned it to HR.

Documentation References Include relevant handbook sections, core values, policies, or job expectations

Previous corrective conversation(s), if any Summarize any prior conversations or documented issues

Consequences of failure to meet expectations:

Employee Performance Enhancement Plan Be specific: what needs to change, how, and by when

Describe in detail exactly what you expect the team member to do in order to avoid future disciplinary action. Be comprehensive, think about HOW you want the work to get done, not just WHAT you want done.

If you include yourself as part of the corrective action plan, such as stating that you will monitor Mary's follow-up calls, then do it without exception. Follow through with your commitment 100% of the time. It is your responsibility as a manager and leader.

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Scheduled Follow Up Date(s):

Team Member Response:

I acknowledge that this document accurately describes my performance, and I understand what is expected of me for my performance to meet expectations and avoid future disciplinary action, up to and including termination of employment.

Employee Printed Name

Employee Signature

Date

Leader Printed Name

Leader Signature

Date