

WRITE-UP TEMPLATE

TEAM MEMBER NAME: _____

MANAGER NAME: _____

DATE: _____

CIRCLE ONE:

FIRST WARNING

SECOND WARNING

OTHER

① YOUR BEHAVIOR/ACTIONS HAVE BEEN FOUND UNSATISFACTORY FOR THE FOLLOWING REASONS:

___ Tardiness

___ Insubordination

___ Failure to follow procedure

___ Damaged equipment

___ Rudeness

___ Failure to meet performance

___ Refusal to work overtime

___ Fighting

___ Standards

___ Absenteeism

___ Language

___ Others

___ Policy violation

DETAILS OF UNSATISFACTORY BEHAVIOR/ACTION:

② THE FOLLOWING IMMEDIATE AND SUSTAINED CORRECTIVE ACTION MUST BE TAKEN BY THE TEAM MEMBER. FAILURE TO DO SO WILL RESULT IN FURTHER DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION:

③ DEADLINE: _____

④ FOLLOW-UP MEETING WILL BE HELD ON: _____

SIGNATURE: _____ **DATE:** _____
MANAGER

SIGNATURE: _____ **DATE:** _____
TEAM MEMBER

Note: Your signature on this form means that we have discussed the situation. It doesn't necessarily mean you agree that the infraction occurred.
Note: This document is for informational purposes only and may not be appropriate for your situation. Please consult an attorney for all legal matters.