



OFFICIAL WRITTEN WARNING

- The first written warning must specify the nature of the problem, the performance or conduct standards required and a specific period over which the employee's progress will be monitored.
- The employee is given the opportunity to respond.
- Copy of warning to be placed on personnel file and a copy given to the employee.

EMPLOYEE:

DATE WARNING WAS SERVED:

WARNING NUMBER:

REASON FOR WARNING:
(attach additional sheet/s if required)

**EMPLOYEES PROGRESS WILL BE CLOSELY MONITORED OVER _____
WEEKS.**

EMPLOYEE

PRINT NAME:

SIGNATURE:

STORE MANAGER

PRINT NAME:

SIGNATURE:

WITNESS (IF APPLICABLE)

PRINT NAME:

SIGNATURE: