

*******DISCIPLINARY WARNING NOTICE*******

EMPLOYEE NAME: _____ DATE: _____

THEATRE: _____ VERBAL WARNING: _____ WRITTEN WARNING: _____

VIOLATION: (Manager: Please Check Appropriate Box and write details of the performance problem / infraction.)

_____ ABSENTEEISM _____ TARDINESS _____ MISCONDUCT
_____ VIOLATION OF COMPANY POLICIES _____ POOR PERFORMANCE _____ OTHER

DETAILS: _____

CORRECTIVE ACTION NEEDED: (Mgr: Write a brief description of the action the employee must take to correct the situation)

DISCIPLINARY ACTION: (Mgr: Please check IF any of the following action is being taken)

_____ 30 Day Probation _____ Suspension of Pass Privileges _____ Suspension _____ Other

EMPLOYEE COMMENTS:

This written notice serves as an official warning of the above policy infraction or performance problem. If the behavior or performance is not improved, further disciplinary action will be taken which could include dismissal. It could also negatively affect performance appraisals and wage reviews. A copy of this notice will be placed in your personnel file.

Manager Signature

date

Employee Signature

date