

Date \_\_\_\_\_

Employee \_\_\_\_\_

Job Title \_\_\_\_\_ Department \_\_\_\_\_

I have made the following observations of this employee's conduct:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have informed this employee of the following standards that will be expected from him/her in the future:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

These standards are important because of the following impact on the work environment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have informed this employee of the following consequences if he/she fails to follow the above standards:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

These matters will be reviewed within \_\_\_\_\_ days or upon next occurrence.

Employee Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**I have read and received a copy of the above statement.**

Supervisor \_\_\_\_\_

Witness \_\_\_\_\_

Employee Signature \_\_\_\_\_