

Counseling & Written Warning Documentation

Employee Name:	Client Name/Client ID #:
Supervisor Name:	Meeting Date/Time:

Reason for Discussion: <input type="checkbox"/> Initial Meeting <input type="checkbox"/> Continuing Issue	Explanation of the Situation: *Provide/attach any supporting information, documentation or references
Cause for Action: <input type="checkbox"/> Performance Problems <input type="checkbox"/> Attendance Problems <input type="checkbox"/> Violation of Company Policy	
Date(s)/Time(s) of Incident(s):	

Level of Action/Warning: <input type="checkbox"/> Verbal Discussion* <input type="checkbox"/> Written Discussion* <input type="checkbox"/> Suspension* <i>* While warnings are possible disciplinary options, the availability of these options in no way promises progressive discipline and the company reserves the right to terminate at any time for violations of company policy.</i>	Actions to be Taken:
Follow-up Date (If Applicable):	Timeframe for Improvement/Consequences:

**FAILURE TO IMPROVE PERFORMANCE OR CORRECTED MISCONDUCT
MAY RESULT IN FURTHER DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.**

Supervisor Signature:	Date:
-----------------------	-------

Employee Remarks:	
Employee Signature:	Date: