first-step warning

Date:

To:

From:

Subject: Performance

The purpose of this form is to document the performance issues that we discussed during our weekly meetings on \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_.

The following are the performance issues that need correcting:

Expected changes in performance:

Failure to take the above steps to improve your performance will result in future disciplinary action up to and including termination.

Employee/Title/Date

Manager/Title/Date

**\*we are an at-will, equal opportunity employer\***