

Insert
Company
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[Employee Name]

[Date]

Description of the Issue:

[Explain the behavior or performance issue that the employee has violated, including specific details and dates.]

Corrective Action:

[Explain the consequences for the employee if they do not correct the issue, including specific deadlines and expectations for improvement.]

Improvement Plan:

[Provide clear and specific steps that the employee should take to improve their behavior or performance. This can include additional training, coaching, or support.]

Consequences of Not Improving:

[Explain the potential consequences for the employee if they do not improve their behavior or performance, including further disciplinary action up to and including termination.]

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Note: It's important to include specific details and dates in the description of the issue, as well as clear expectations for improvement and consequences for not improving. This will help ensure that the write-up is effective in addressing the behavior or performance issue.