

# Performance Improvement Notice

Employee Name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

**Please Mark One:**

<input type="checkbox"/>	Record of Verbal Counseling #	<input type="text"/>
<input type="checkbox"/>	Written Warning Notice #	<input type="text"/>
<input type="checkbox"/>	Notice of Corrective Probation Period	
	From <input type="text"/>	To <input type="text"/>
<input type="checkbox"/>	Notice of Suspension	
	From <input type="text"/>	To <input type="text"/>
<input type="checkbox"/>	Record of Termination	

**Please Mark All That Apply**

<input type="checkbox"/>	Unsatisfactory Performance
<input type="checkbox"/>	Unsatisfactory Work Quality
<input type="checkbox"/>	Insubordination
<input type="checkbox"/>	Failure to Follow Instructions
<input type="checkbox"/>	Excessive Absences / Tardiness
<input type="checkbox"/>	Rudeness / Unprofessional
<input type="checkbox"/>	Damage to Materials / Equipment
<input type="checkbox"/>	Violation of Company Policies
<input type="checkbox"/>	Violation of Safety Rules
<input type="checkbox"/>	Working on Personal Matters
<input type="checkbox"/>	Misconduct _____
<input type="checkbox"/>	Other _____

**Reason for Performance Notice**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Specific Performance Problems**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Actions to Improve Performance**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Time to Improve** \_\_\_\_\_

**Next Disciplinary Step if Performance Does Not Improve** \_\_\_\_\_

**Supervisor / Manager**

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Employee Acknowledgement** (for Written Warnings and Suspensions only)  
By signing this notice, I am acknowledging that I have been counseled and warned as noted above.

Signature \_\_\_\_\_ Date \_\_\_\_\_