**

Employee Write-Up Form Template

## Employee information

|  |  |  |  |
| --- | --- | --- | --- |
| Employee name | [Enter employee name] | Date | [Enter date] |
| Job title | [Enter employee job title] | Manager | [Enter manager’s name] |
| Employee ID | [Enter employee ID no.] | Department | [Enter department name] |

## Employee responsibilities

[Responsibilities of the employee as it relates to the incident]

## Type of warning

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | [ ]  First warning |  | [ ]  Second warning |  | [ ]  Final warning |

## Description of incident

[Provide a detailed description of the incident, and additional notes on previous warnings, informal coaching or discussions related to the issue.]

## Type of policy or rule violation

[Reference the policy or rule that the employee has violated.]

## Consequences

[Outline the consequences of the employee’s behavior, including disciplinary action that will be taken.]

## Expected improvement

[List expectations for improvement, including the desired behavior or performance goals.]

|  |  |  |
| --- | --- | --- |
| **Expected improvement** | **Behavior/goal** | **Due date** |
| [Enter improvement 1] | [Enter behavior type/goal] | [Enter due date] |
| [Enter improvement 2] | [Enter behavior type/goal] | [Enter due date] |
| [Enter improvement 3] | [Enter behavior type/goal] | [Enter due date] |
| [Enter improvement 4] | [Enter behavior type/goal] | [Enter due date] |
| [Enter improvement 5] | [Enter behavior type/goal] | [Enter due date] |

## Acknowledgement of warning

By signing this form, you acknowledge receipt of this warning.

|  |  |
| --- | --- |
|  |  |
| Employee signature | Date |
|  |  |
| Manager signature | Date |
|  |  |
| HR signature | Date |

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