

**CORRECTIVE ACTION NOTICE
VERBAL WARNING MEMORIALIZATION**

Employee _____ Program _____

1. Statement of the problem: (violation of rules, policies, standards, practices, or unsatisfactory performance.)

2. Prior discussion or warnings on this subject: (oral, written, dates)

3. Consequences of failure to improve performance or correct behavior:

Employee Signature

Date

Supervisor's Signature

Date

Distribution: Original to personnel file, one copy to employee and Executive Director.