

Employee Action Notice

Please clearly print and complete all items on this page:			То	day's Date:
Part 1 :: Employee Information				
Client/Company Name: Notice				e Type:
Fmnlovee Name: (First Middle Last)				rbal Warning
Employee ID* AND/OR Last 4 of Ter				itten Warning rmination (check box below in Part 2) signation (provide reason in Part 3)
Employee Job Title: Oth				
Employee's Supervisor: Supervisor Phone #:				
Part 2 :: Employer Statement				
Date of Violation:	Date of Warning:	Time of Meeting:	МА	Nature of Violation:
			□РМ	☐ Excessive Absenteeism☐ Fraud
Type of Warning: Werbal Written This is the: 1st Warning 2nd Warning 3rd Warning				Falsification of Time Records
Has the employee been previously warned?				Insubordination
If so, by whom?Date of previous warning:				Intoxication or Drug Use
Type of Warning: Verbal Written This was the: 1st Warning 2nd Warning 3rd Warning				☐ No Call / No Show ☐ Tardiness
Employer Statement / Reason For Action: Additional information is attached to this form				☐ Theft or Removal of Property ☐ Unauthorized Absenteeism
				Unlawful Harassment
				Unsatisfactory Performance
				☐ Violation of Company Policies
				☐ Violation of Safety Rules☐ Wrongful Conduct
				Other:
				Nature of Termination:
				☐ Voluntary ☐ Involuntary
				Other:
				Effective
Action Required: Performance Improvement Plan Suspension (Pending Investigation)				Term Date:
Other:				Last Day
N/A (if no action please explain):				Worked: Mark If Employee Is:
				Eligible for Rehire
Signature of Supervisor		Date (MM/DD/YYYY)		☐ Eligible for Reassignment
Part 3 :: Employee Statement				
☐ I AGREE with the employer's state	ement. I DISAGREE with the em	ployer's statement.		
IN THE EVENT OF TERMINATION, voluntary or not, HR may contact me for an Exit Interview Phone Number:				
Employee Statement / Reason:				
If resigning, please check reason and/or explain above: Retired Moved Accepted another job Returned to School Other				
I have read this Employee Action Notice and understand it. I also realize that further misconduct may result in additional discipline up to and				
including my dismissal from the company. I understand what is expected of me in order to improve my performance and/or correct my actions.				
Signature of Employee		Date	MM/DD/YY	

^{*} Enter your Employee ID, if known. Your Employee ID can be found on your paystub, in Tech Center or on the Mobile App. The number of digits in your Employee ID may be less than the space available above.