**Written Warning #2**

**Name:**

You are being provided a second written warning. You have already received a verbal warning on x date and a first written warning on y date. Please note that nothing written here negates the “at will” nature of your employment. We reserve the right to apply whatever discipline (including termination) is deemed appropriate in a given situation.

**Date of warning:**

**Violation** (should be specific incident; be sure to include date.):

**Improvement Required**: (be specific and put a time frame on it).

*If you are terminating, then this section is blank.*

**Consequence for failing to improve** (this is typically a suspension or termination).

*If you are terminating, you can state that you are doing so.*

This documentation should be put in employees personnel file.