**Written Warning #1**

**Name:**

You are being provided a first written warning. 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. Also state that a prior verbal warning had been given on \_\_\_\_\_\_\_\_\_\_ ):

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

**Consequence for failing to improve** (this could be a suspension or termination).

This documentation should be put in employees personnel file.