**DATE:**

**TO:**

**FROM:**

**RE:**

**Purpose of Notification**

**Incident(s) Resulting in This Disciplinary Action**

**Required Corrections and Timeline for Corrections**

**Consequences of Failure to Make Required Corrections**

If you fail to make and sustain these corrections, I will consider further disciplinary action, up to and possibly including dismissal.

**Supervisor’s Signature**

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee’s Acknowledgement**

I acknowledge that I have received this disciplinary letter. I understand that my signature below does not necessarily imply agreement with the statements made in this document or the disciplinary action taken.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_