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# Employee Write Up Form

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**Employee Name**

**Employee ID**

**Position**

**Department**

**Offense Committed**

**Type of Warning**

**Date/Time of Occurrence**

**Location of Occurrence**

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**Details of the Infraction/Offense Committed**

**Action Plan for Improvement or Resolution of Employer**

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**Past Disciplinary Actions**

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**Consequences If the Incident Occurs Again**

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**Employee Statement**

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**Acknowledgment**

By signing this form, the undersigned employee understands the information of the warning, as well as the details herein, have already been discussed by the direct supervisor.

**Employee Name**

**Name of Supervisor**

**Signature and Date**

**Signature and Date**

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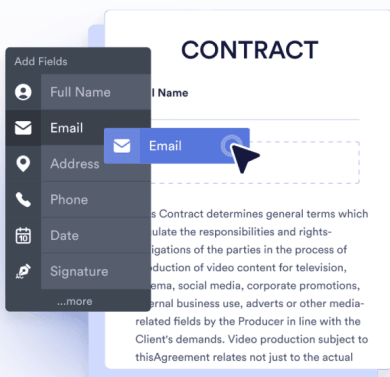


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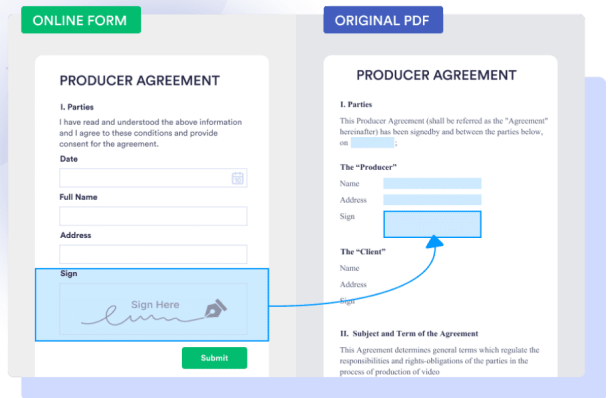
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