

Learn to Read, Inc.

Employee Performance Documentation

Employee Notice

Employee Name _____ Date _____

Position _____ Department _____

____ First Warning

____ Second Warning

____ Third Warning

Description of problem requiring improvement or correction (details, dates, and/or examples)

Specific changes in performance or behavior required and the time frame in which they must occur:

Date of follow-up review/ evaluation of problem and correction: _____

Failure of employee to correct problem may result in further disciplinary action up to and including termination of employment.

Employee comments: _____

Employee Signature: _____ Date: _____

Document if employee declines to comment or sign and obtain witness signature.

Supervisor comments: _____

Supervisor signature: _____ Date: _____

Next level of supervision or witness signature: _____