**Date:**

**To:**

**From:**

**Subject: Written Warning**

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The purpose of this written warning is to once again bring to your attention ongoing deficiencies in your conduct and/or performance. The intent is to define for you the seriousness of the situation so that you may take immediate corrective action. This written warning will be placed in your employee file.

**REASON FOR WARNING**: (Specify behavior deficiencies. Include documented examples/dates of prior infractions and discussions of such behaviors between supervisor and employee. Reference any policies which may have been violated.)

**CORRECTIVE ACTION REQUIRED**: (Specify action(s) required to correct behavior deficiencies. Include any required coaching and/or training opportunities.)

*Coastline EAP is a free and confidential resource that can assist employees with addressing performance problems. For more information about EAP, go to* [*www.coastlineeap.com*](http://www.coastlineeap.com)*. Counselors are available by phone for questions and support at any time (24 hours a day, 7 days a week) by calling 1-800-445-1195.*

Your signature below acknowledges that you have been given the opportunity to discuss the information contained above with your supervisor and that you have received and understand this notice. It does not indicate agreement or disagreement with this notice. Improvement must occur immediately and must be maintained. Failure to correct this behavior and/or further violation of University policy may lead to further disciplinary action, up to and including termination.

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Employee Name Signature Date

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