** Corrective Action Form**

|  |  |
| --- | --- |
| **Today’s Date** | Click or tap to enter a date. |
| **Team Member Name** | Click or tap here to enter text. |
| **Team Member ID** | Click or tap here to enter text. |
| **Department** | Click or tap here to enter text. |
| **Manager** | Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  **Verbal** | [ ]  **Written** | [ ]  **Final** | [ ]  **Suspension** | [ ]  **Termination** |

**Warning Type**

|  |  |  |
| --- | --- | --- |
| [ ]  **Policy Violation** | [ ]  **Performance** | [ ]  **Other (specify below)** |

**Type of Violation**

**Description of Violation**

|  |
| --- |
| Click or tap here to enter text. |

**Plan for Improvement**

|  |
| --- |
| Click or tap here to enter text. |

**Expected Date of Improvement**

|  |
| --- |
| Click or tap to enter a date. |

**Additional Comments**

|  |
| --- |
| Click or tap here to enter text. |

*Any further instances or violations of Company policy will result in corrective action up to and including termination of employment. Signing this form does not indicate your agreement but indicates that you have reviewed the content herein.*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Team Member Signature Date Signed**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Leader Signature Date Signed**