



SJAC VERBAL PERFORMANCE WARNING

EMPLOYEES RECEIVING THIS WARNING REPORT ARE HEREBY PUT ON NOTICE OF VIOLATION OF OUR ORGANIZATIONS RULES AND/OR STANDARDS REGARDING SJAC'S PERFORMANCE POLICY. FAILURE TO IMPROVE PERFORMANCE MAY RESULT IN FURTHER DISCIPLINARY ACTION, INCLUDING THE POSSIBLE TERMINATION OF EMPLOYMENT.

STORE LOCATION _____

Employee Name _____ Date of Notice _____

Supervisors Name _____ Job Position _____

TYPE OF PERFORMANCE VIOLATION:

☐ Willful Damage to Equipment Material ☐ Quality of Work ☐ Safety Issue
☐ Failure to Follow Instructions ☐ Carelessness
☐ Other _____ Date of Occurrence _____

DETAILS OF OCCURRENCE (Include description of impact on company):

CORRECTIVE ACTION TO BE TAKEN:

☐ Place on Probationary Period First Day _____ Last Day _____
☐ Extend Probationary Period First Day _____ Last Day _____

EXPECTED IMPROVEMENT (Include a clear statement as to the consequences of failing to improve)

Manager Signature _____ Date _____

EMPLOYEES STATEMENT (Use additional paper if necessary)

By signing this notice, I am acknowledging that I have been counseled about my unsatisfactory performance and informed of the consequences if improvements are not made.

Employee Signature _____ Date _____