



Progressive Discipline Action

Employee Name _____ Department _____

_____ Initial Counseling _____ Oral Warning _____ Written Warning
_____ Suspension _____ Final Warning _____ Discharge

Your performance has been found unsatisfactory for the reason(s) set forth below. Your failure to improve will be cause for further disciplinary action.

Details:

Agreed-upon improvement plan:

Date of next meeting for follow-up:

Supervisor / Date

Employee / Date

I have received and read this warning notice. I have been informed that a copy of this notice will be placed in my personnel file in Human Resources.

HR Witness _____
Star Buick GMC et al