

Shasta Head Start Child Development, Inc.

Written Warning Notice

Employee name: _____ Date: _____

Position: _____ Location: _____

Your performance has been found unsatisfactory for the reasons set forth below.

Description of problem requiring improvement or correction (including specific dates and policies violated)

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

Date of follow-up 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:

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

Employee's Signature Date

A copy of this warning was personally delivered to the above employee by: _____

Supervisor comments:

Supervisor's Signature Date

Supervisor's Signature Date

Document if employee declines to comment or sign.