

## WRITTEN CORRECTIVE ACTION

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Type of Corrective Action

Documented Verbal

Written

Has employee been counseled  Y  N  
for similar performance or misconduct, if so, when:

\_\_\_\_\_.

**Describe Employee Performance Deficiency or Misconduct Below**  
*(include date, time and other pertinent information)*

*Failure to improve your performance may result in additional disciplinary action up to and including termination of employment.*

**Employee Rebuttal and Plan for Improvement:**

I have been presented with, reviewed and provided an opportunity to write a rebuttal statement.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**[To Personnel File]**