



WRITTEN WARNING

EMPLOYEE NAME _____

DEPARTMENT _____

DATE _____

I have spoken with the above-mentioned employee on (Date) _____, concerning:

Describe the counseling received by the employee. Include an explanation of the corrective action the employee must take as well as what disciplinary measures would result if this corrective action is not followed: _____

(If more room is needed, attach a separate sheet)

The employee has been warned that continuation of the above or other infractions of Catholic Charities of the Diocese of Palm Beach Rules will result in a suspension and possible further disciplinary action including termination.

Supervisor's Signature

Date: _____

Print Name

Employee's Signature

Date: _____

- 1) Original: Personnel File
- 2) Copy: Supervisor's File
- 3) Copy: Employee