

Employee Write-Up Form

Use this form to document a specific workplace issue, the expectation it relates to, the conversation with the employee, and the agreed next steps. Write facts you observed or verified, not conclusions about motive.

1. EMPLOYEE AND FORM DETAILS

EMPLOYEE NAME

EMPLOYEE ID

JOB TITLE

DEPARTMENT OR LOCATION

MANAGER COMPLETING THIS FORM

DATE OF MEETING

TYPE OF NOTICE

☐ Documented verbal warning☐ Written warning☐ Final written warning☐ Other (describe below)

AREA OF CONCERN

☐ Attendance or punctuality☐ Work quality or performance☐ Conduct☐ Safety☐ Policy or procedure☐ Other

2. WHAT HAPPENED

DATE(S) OF THE ISSUE

TIME AND PLACE, IF RELEVANT

DESCRIBE THE ISSUE. INCLUDE DATES, WHAT YOU SAW OR VERIFIED, AND ANY RECORDS REVIEWED.

EXPECTATION, POLICY, OR INSTRUCTION THAT APPLIES (NAME IT AND THE VERSION OR DATE THE EMPLOYEE RECEIVED IT)

EARLIER RELATED CONVERSATIONS OR NOTICES (DATES AND WHAT WAS AGREED)

EMPLOYEE WRITE-UP FORM (CONTINUED)

3. EMPLOYEE RESPONSE

THE EMPLOYEE'S ACCOUNT, QUESTIONS, OR CONTEXT. IF THE EMPLOYEE CHOSE NOT TO COMMENT, NOTE THAT.

4. IMPROVEMENT PLAN

WHAT NEEDS TO CHANGE, STATED SO BOTH OF YOU CAN TELL WHETHER IT HAPPENED

SUPPORT, TRAINING, OR RESOURCES THE COMPANY WILL PROVIDE

FOLLOW-UP MEETING DATE

FOLLOW-UP OWNER

WHAT HAPPENS IF THE ISSUE CONTINUES (AS SET BY YOUR POLICY)

5. ACKNOWLEDGMENT

The employee's signature confirms they received this form and discussed it. It does not mean they agree with it. The employee may attach written comments. Use the witness or HR line only if your process calls for one.

EMPLOYEE COMMENTS

- ☐ No written comments
- ☐ Comments attached
- ☐ Employee declined to sign (manager notes date and witness)

EMPLOYEE: PRINTED NAME

SIGNATURE

DATE

MANAGER: PRINTED NAME

SIGNATURE

DATE

WITNESS OR HR: PRINTED NAME

SIGNATURE

DATE

COPY GIVEN TO EMPLOYEE ON

FILED IN EMPLOYEE RECORD BY