

EMPLOYEE CORRECTION FORM

“Peak performers concentrate on solving problems rather than placing blame for them.”
-Charles Garfield

The purpose of this form is to make sure inappropriate conduct does not get repeated. Towards that end, we seek **positive** suggestions for improvement and the taking of personal **responsibility**. Please use the back of this form or extra paper if needed.

1. Summarize the circumstances which resulted in the warning notice:

2. I will do the following to make sure the conduct warned about does not get repeated:

3. I request the following support or resources to help prevent this conduct from being repeated:

4. I have the following additional suggestions to help correct this conduct:

5. I would expect the company to do the following if this conduct does not improve:

Today's Date:

Date of Warning Letter:

Employee Name:

Employee's Signature:

