



Employee Warning and Counselling Notice

This notice summaries a discussion held with an employee regarding their performance. It acts as a formal written warning detailing issues to be resolved and steps required to resolve them.

Employee Name:	
Location:	
Date of discussion:	
This notice is to confirm the discussion, on the above date, in which your failure to achieve our Company standards was discussed in the following respects:	

The Issue:

<input type="checkbox"/> Unsatisfactory work performance	<input type="checkbox"/> Breach of cash handling policies
<input type="checkbox"/> Failure to follow managers direction	<input type="checkbox"/> Breach of safety or security policies
<input type="checkbox"/> Lateness or absenteeism	<input type="checkbox"/> Misconduct or abusive behaviour
<input type="checkbox"/> Failure to adhere to Flip Out Policy or Protocol	<input type="checkbox"/> Other
	<input type="checkbox"/> Unsatisfactory customer service

Further Comments:

The Consequences:

Explain the consequences of the aforementioned issue.

--



Standards Required:

Explain the standard that Flip Out expects when dealing with the aforementioned issue.

Employees Response:

Summarise the employee's response.

Plan for Improvement:

List the actions required to resolve the issues and a timeline for this to be complete.

Consequences of failure to improve:

<input type="checkbox"/> Self-paced training	<input type="checkbox"/> Another formal warning
<input type="checkbox"/> On the job training	<input type="checkbox"/> A final warning
<input type="checkbox"/> Transfer	<input type="checkbox"/> Dismissal
<input type="checkbox"/> Demotion	<input type="checkbox"/> Other

If other, specify below:



Please Note:

This written warning and counselling session is intended for your benefit and that it gives the opportunity to improve perceived shortcomings. We hope that you will show an immediate improvement to avoid any further action. Failure to address the issues mentioned above may result in a termination of employment.

Date to follow up:	
Manager Name:	
Manager Signature:	
Employee Name:	
Employee Signature:	
Witness Name:	
Witness Signature:	

A copy of this form is to be given to the employee for reference. The original copy should be stored in the employees personnel file.