

**PERFORMANCE DOCUMENT**

Name: \_\_\_\_\_ Team Member Number: \_\_\_\_\_  
Position: \_\_\_\_\_ Property: \_\_\_\_\_  
Issued By: \_\_\_\_\_ Title: \_\_\_\_\_

**Type of Entry (Check Applicable Box):**

<input type="checkbox"/> Documented Verbal Warning	<input type="checkbox"/> Suspension - Number of Days _____
<input type="checkbox"/> Written Warning	<input type="checkbox"/> Suspension Pending Investigation
<input type="checkbox"/> Final Written Warning	<input type="checkbox"/> Termination (complete fields below)
	Last Day Worked: _____ Term Date: _____

**Nature of Entry (Check Applicable Box):**

☐ Attendance ☐ Policy/Performance

**Prior documentation (Dates and Infractions):**

**Violated standard of conduct. Please refer to the Employee Handbook for conduct standards:**

**Provide details and description of the infraction:**

**Describe corrective behavior and actions:**

**Team Member Comments:**

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

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

Manager Signature \_\_\_\_\_ Date: \_\_\_\_\_