



PERFORMANCE DOCUMENT

Name: _____
Position: _____
Issued By: _____

Team Member Number: _____
Property: _____
Title: _____

Type of Entry (Check Applicable Box):

Documented Verbal Warning
 Written Warning
 Final Written Warning

Suspension - Number of Days _____
 Suspension Pending Investigation
 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: _____