

Courtesy of:
David K. Fischer
California Employer's Services
cesyes@hotmail.com
559-284-1912

Corrective Action Form 1

EMPLOYEE INFORMATION

Employee Name: _____ Position: _____

Manager: _____ Dept: _____

REASON FOR CORRECTIVE ACTION

- TARDINESS ABSENTEEISM CONDUCT VIOLATION OF SAFETY RULES
 INSUBORDINATION PERFORMANCE WORK QUANTITY OR QUALITY OTHER

Details

DESCRIPTION OF INFRACTION:

PLAN FOR IMPROVEMENT:

I have read this infraction notice and understand it.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Courtesy of:
David K. Fischer
California Employer's Services
cesyes@hotmail.com
559-284-1912

Corrective Action Form 2

Employee Name: _____ Date: _____

Your Performance was found unsatisfactory for the reason(s) below:

Details

Your failure to improve or avoid a reoccurrence will be cause for further corrective action in accordance with company policy.

Improvement Plan

A copy of this Corrective Action Form was personally delivered to the above employee by:

Supervisor: _____ Date: _____

I have received and read this notice and also been informed that a copy of this notice will be placed in my personnel file in HR.

Employee Signature: _____ Date: _____