**EMPLOYEE CORRECTION FORM**

The purpose of this form is to help both you and the company communicate about how the conduct that warranted your warning notice can be corrected so that it won’t be repeated in the future. To that end, we seek your ***positive*** suggestions as well as any support or resources you feel you may need. Please use the back of this form or extra paper if needed.

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| **Please briefly describe the circumstances which resulted in your receiving a warning notice:** |
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| **Please describe what you feel needs to be done to make sure the conduct you were warned about will not be repeated:** |
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| **Please describe any support or resources you need from your supervisor or this company to assist you with resolving this problem:** |
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| **Please provide us with any other positive suggestions that you may have to correct this matter:** |
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| **Employee Name:** |  | **Date:** |  |
|  |
| **Date of Warning Letter:** |  | **Manager:** |  |