



NOTICE OF UNSATISFACTORY PERFORMANCE

This is to inform you that your work has not been satisfactory and to provide you with an opportunity to cooperate with your supervisor in correcting this situation. If the problem is not corrected, you may be subject to further disciplinary action.

Employee _____ Date _____

Supervisor _____ Department _____

Explanation:

Employee's Signature*

Supervisor's Signature

Date

Date

* Your signature does not indicate agreement.
It means only that you have been informed of this action.