



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

## RCUOG Written Warning

<b>Employee Name:</b>		<b>Job Title:</b>	
<b>Department:</b>		<b>Supervisor:</b>	
<b>Date:</b>			
<input type="checkbox"/> <b>First Warning</b>	<input type="checkbox"/> <b>Second Warning</b>	<input type="checkbox"/> <b>Final Warning</b>	

The purpose of this written warning is to bring to your attention new or ongoing deficiencies in your conduct and/or performance. The intent is to define for you the seriousness of the situation so that you may take immediate corrective action. This written warning will be placed in your personnel file.

**Reason for warning** (violation of company policy or unsatisfactory performance/behaviors):

**Prior discussion or warnings on this subject** (verbal/written, dates):

**Relevant company policy violated:**

**Corrective action required:**

**Consequences of failure to improve performance or correct behavior:**



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The above has been discussed with me by my supervisor. I understand the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of noncompliance.

**Signatures:**

Employee:

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Date:

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Supervisor:

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Date:

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Division/Dept. Manager:

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Date:

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