

Wittenberg University
PERFORMANCE NOTICE

Date of Performance Issue :	
Employee Name :	
Job Title :	
Supervisor Name:	
Notice Description :	
Today's Date :	

Work Behavior
Type details here
Prior Supervisory / Company Communication
Type details here
Result of Behavior
Type details here
Third Party Input (if applicable – Next Level Manager or Human Resources)
Type details here
Employee Response

I acknowledge that I understand the expectations and take full responsibility to meet performance standards, follow policies, procedures, and processes as well as all work rules. I understand that I am responsible for my actions and behaviors and understand the consequences of my actions. I further acknowledge that I have received a copy of this document for my records.

Employee Comments (handwritten comments from Employee)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Next Level Manager (Print name and sign if applicable): _____ Date: _____

Human Resources (Print name and sign if applicable): _____ Date: _____

Attachment(s):

NOTE: Please route final form with original signature to Human Resources for filing in the Employee Personnel File
Received in HR by: _____ Date: _____