



Name: _____

Date(s) of occurrence: _____

Today's Date: _____

Time(s) of occurrence: _____

Location: _____

ACTION TAKEN:

- ☐ Verbal Warning
- ☐ Written Warning
- ☐ Final Written Warning
- ☐ Other: _____

Depending on the nature of the offense, Mammoth Holdings reserves the right to skip any steps at its discretion.

DESCRIPTION OF ISSUE:

- ☐ Absenteeism/Tardiness
- ☐ Conduct
- ☐ Safety Violation
- ☐ Policy and/or procedure violation
- ☐ Unsatisfactory job performance
- ☐ Other: _____

EXPLANATION:

GOALS/CORRECTIVE BEHAVIOR:

Should your performance continue to be unacceptable in the above areas, the company will take additional corrective action.

ACKNOWLEDGEMENT:

Failure to correct this issue or performance and/or further violation of company policy will result in additional disciplinary action up to and including separation of employment. By signing below you acknowledge that you have received this notice.

Team Member Signature:

Date:

Supervisor Signature:

Date: