

# EMPLOYEE CORRECTION FORM

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*“Peak performers concentrate on solving problems rather than placing blame for them.”*  
– Charles Garfield

The purpose of this form is to make sure poor performance does not get repeated. Toward that end, we seek **positive** suggestions for improvement and the taking of personal **responsibility**. Please use the back of this form or extra paper if needed.

1. Summarize the circumstances that resulted in you being disciplined:

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2. I will do the following to make sure the conduct warned about does not get repeated:

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3. I request the following support or resources to help prevent this conduct from being repeated:

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4. I have the following additional suggestions to help correct this conduct:

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5. I would expect the company to do the following if this conduct does not improve:

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Today's Date:

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Date of Warning Letter:

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Employee Name:

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Employee's Signature:

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