



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Written Warning Notice

EMPLOYEE _____

DATE _____

SUPERVISOR _____

DEPARTMENT _____

OFFICE _____

The purpose of the written warning is to bring to your attention ongoing deficiencies in your conduct and/or performance. The intent is to define the seriousness of the ongoing situation so that you may take immediate corrective action. This written warning will be placed in your personnel file and will be the only written warning notice you will receive on this specific action. Failure to correct action will lead to termination.

REASON FOR WARNING _____

CORRECTIVE ACTION REQUIRED _____

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 non-compliance.

EMPLOYEE _____

DATE _____

Supervisor _____

DATE _____

SEO Manager _____

DATE _____