



EMPLOYEE WARNING

MAIL TO:

TRACY STEIN MANAGEMENT SERVICES, INC.
PO BOX 580631
ELK GROVE, CA 95758

RECORD OF VERBAL WARNING (#)

WRITTEN WARNING (#)

NOTICE OF CORRECTIVE PROBATION PERIOD

NOTICE OF SUSPENSION

EMPLOYEE NAME

EMPLOYEE SOCIAL SECURITY NUMBER

DATE

REASON FOR WARNING/NOTICE

NEXT DISCIPLINARY STEP PROPOSED

EMPLOYEE RESPONSE

WARNING GIVEN BY

SIGNATURE

DATE

PAID UNPAID CORRECTIVE PROBATION PERIOD EFFECTIVE:

START DATE

END DATE

PAID UNPAID SUSPENSION PERIOD EFFECTIVE:

START DATE

END DATE

EMPLOYEE RESPONSE: BY SIGNING THIS WARNING, I AM AKNOWLEDGING THAT I HAVE BEEN COUNSELED AND WARNED AS NOTED ABOVE.

EMPLOYEE SIGNATURE

DATE