

Employee write-up form

NB: This employee write-up form is provided as a sample framework only. The structure, examples, and language included are illustrative and must be customized to reflect your organization's specific policies, disciplinary procedures, and legal requirements. Before use, replace all placeholder text with information relevant to your company, confirm alignment with current employment laws and HR practices, and obtain any necessary approvals from your HR or legal team. This document is not intended as legal advice.

What is an employee write-up?

An employee write-up is a formal record used to document instances of misconduct, policy violations, or performance issues. It serves as both a communication tool and a record-keeping measure, outlining the specific concern, the expected standards, and the steps for improvement.

The goal of a write-up isn't punishment, but accountability and clarity, ensuring employees understand expectations and have an opportunity to correct their behavior or performance.

Employee information/number

Company name: _____

Department: _____

Manager: _____

Date of write-up: ____/____/____

Employee name: _____

Job title: _____

This document is part of a confidential employee record. Access is restricted to authorized personnel only, and its contents must not be disclosed to third parties.

Reasons for the write up

- | | |
|---|--|
| ☐ Absenteeism/tardiness | ☐ Policy violations |
| ☐ Harassment | ☐ Substance use |
| ☐ Insubordination | ☐ Safety violations |
| ☐ Unauthorized use of company property | ☐ Poor behavior |
| | ☐ Improper dress code |

☐ Other: _____

Incident/issue details

Date(s) of Incident(s): _____

Time (if known): _____

Location: _____

Detailed description of incident/performance issue:

(Provide a clear, objective account of what occurred, when and where, referencing facts rather than opinions. Attach any supporting documentation.)

Relevant policy or expectation *(if applicable)*

Company policy/procedure violated or standard not met:

(E.g., "Attendance Policy Section 4.2 – Required to notify supervisor of absence at least 2 hours before shift start.")

How the incident/issue breached that policy or failed to meet expectations:

Previous discussions or warnings

Have there been prior verbal or written warnings on this or related issues?

☐ Yes

☐ No

If yes, please detail:

Date: ____/____/____ Type (verbal/written): _____ Who it was discussed with: _____

Summary: _____

Impact of the issue

(Describe how the incident/performance issue has impacted the team, the company, clients, safety, productivity etc.)

Corrective action plan and expectations

This section defines the specific actions the employee must take to address the concerns outlined in this write-up. It establishes measurable goals, realistic timelines, and identifies the support that will be provided to facilitate improvement.

A. Goals and action items

The employee is expected to complete the following corrective actions to demonstrate improvement in performance and/or behavior. Each action should be clear, specific, and measurable.

1. Specific areas of concern:

☐ _____

☐ _____

2. Required actions/behavioral changes:

☐ _____

☐ _____

3. Performance standards or outcomes:

- ☐ _____
- ☐ _____

4. Training or resources to be provided (if applicable):

- ☐ _____
- ☐ _____

B. Timeline and support system

This section outlines when the corrective actions must be completed and how progress will be reviewed and supported.

1. Timeline for improvement

Review to occur on or before: ____/____/____

Final evaluation date: ____/____/____

2. Support and resources provided:

- ☐ Supervisor/Manager: _____
- ☐ Coaching/Training Sessions: _____
- ☐ Additional Support (if applicable): _____

3. Monitoring and follow-up plan:

Progress will be evaluated through:

- ☐ Weekly check-ins
- ☐ Performance metrics/reports
- ☐ Observation and feedback sessions

Next review date: ____/____/____

Consequences for non-improvement

(Explain what will happen if the corrective action plan is not met, e.g., further disciplinary steps, possible termination.)

Employee comments

(Provide space for the employee to state their perspective, explanations or comments.)

Acknowledgments and signatures

*By signing below, we acknowledge that this write-up has been discussed and that a copy has been provided to the employee. Signature does **not** necessarily imply agreement with the contents, only receipt and discussion.*

Employee signature: _____ **Date:** ____/____/____

Manager/Supervisor Signature: _____ **Date:** ____/____/____

HR (if applicable) Signature: _____ **Date:** ____/____/____

Notes/follow-up record

(For use after the review date: document outcomes, improvements, and further actions).
