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630.907.5000 . 1500 SULLIVAN ROAD, AURORA, IL 60506-1000 . IMSA.EDU

TO: [Employee Name]  
FROM: [Supervisor Name, Job Title]  
DATE: [Date]  
RE: [Type of Discipline]

The purpose of this [type of discipline] is to bring to your attention new or ongoing deficiencies in your conduct and/or performance. The intent of this warning is to bring awareness to the seriousness of the situation so that you can take immediate corrective action to prevent future occurrences.

**REASON FOR DISCIPLINE:**

- [insert any relevant and specific facts related to the need for the discipline]

**CORRECTIVE ACTION REQUIRED:**

- [insert any needed corrective actions the employee must do moving forward]

The above has been discussed with me by the [Supervisor's Job Title]. I understand and acknowledge the corrective action required. I also acknowledge and understand that noncompliance will result in further consequences.

This [type of discipline] will be placed in my personnel file in Human Resources.

**SIGNATURES :**

\_\_\_\_\_ Date: \_\_\_\_\_  
[Employee Name; Job Title]

\_\_\_\_\_ Date: \_\_\_\_\_  
[Supervisor Name; Job Title]

**Note:**

- [insert any additional notes or relevant comments, as necessary]