



**California Tribal TANF Partnership
Youth Employment Program**

Corrective Action Notice

Date: _____
Participant: _____
Employment Site: _____

Type of corrective action:

- Verbal Warning Written Warning Termination

Type of offense:

- Tardiness/Leaving Early Absenteeism Violation of Company Policies
 Substandard Work Violation of Safety Rules Rudeness to Customers/Coworkers

Description of Infraction:

Plan for Improvement:

Consequences of Further Infractions:

Acknowledgement of Receipt of Corrective Action Notice

By signing this form, you confirm that you understand the information in this corrective action notice. You also confirm that you and your supervisor have discussed the infraction and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Worksite Supervisor Signature

Date

Youth Participant Signature

Date

Program Coordinator

Date