



Work Study Employee: Written Warning

The University of the Arts

Work Study Program

Employee: _____ Student ID # _____

Supervisor: _____

Department: _____

Date: _____

The purpose of this written warning is to; once again, bring to your attention ongoing issues in your conduct and/or performance. The intent is to define for you the seriousness of the situation so that you may take immediate corrective action. This written warning will be placed in your personnel file until the corrective action required has been taken.

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 signature: _____ Date: _____

Supervisor signature: _____ Date: _____