

Written Warning

DATE: December 10th

TO: [Employee Name]

FROM: [Manager's Name]

RE: [Statement for the purpose of the Written Warning]

Purpose of the Notification:

[Employee Name], as discussed, you are being issued a written warning for work that is not meeting the minimum standards of the job. This includes:

- Missing a call with a scheduled candidate interview, even after the candidate had called you multiple times
- Being late to a scheduled call with a scheduled candidate without another conflict (such as a previous candidate call running long).
- Not making the target number of calls and texts
- Not calling leads assigned

Metrics	Targets	Your Performance 12/9
Daily Outbound Calls	60	9
Call Time	>2.25	.36
Daily Outbound Texts	50	10
Daily Scheduled Interviews	7	0
Daily Offers	1.3	0 (from 12/10)*
ActivTrak Hours	8.0	7.16

*note - offer activity from 12/9 is reflected on the next day (12/10/25)

Specific factual reasons for the action:

Poor performance risks client relationship and team stability. I understand your statement that you have situations at home that are causing a conflict. But as I mentioned, that is why we offer employees paid time off.

List Relevant Past Occurrences and Active Disciplinary Actions:

This is a written warning and because of the level of offense and neglect demonstrated to candidates, this is a final written warning. Another infraction of a similar nature will result in termination.

As we've discussed, all of our jobs are based on the client's requirements. Our shifts and schedule are all determined by the client's requirements. I'm happy to work with you to consider creative ways to balance your out-of-work commitments and work commitments. But the first consideration will be when we need coverage for our clients.

I am happy to work with you to ensure you have the resources you need to do your job at the necessary level.

I am confident that we can work together to correct and/or improve your performance and look forward to a positive resolution. If additional assistance is needed, please contact me.

Supervisor's Signature

Supervisor's Signature: _____

Date: _____

Employee's Acknowledgment

I acknowledge that I have received this disciplinary letter. I understand that my signature below does not necessarily imply agreement with the statements made in this document or the disciplinary action taken but is an acknowledgment of receipt only.

Employee's Signature: _____

Date: _____