(Insert Company Logo)

**Corrective Action Record**

**Employee Name**:       **Position**:

**Date**:       **Restaurant Location**:

**Supervisor’s Name:**

**Corrective Action Information**

Reason for Action:

Type of Action:

Date of Previous Discussion(s):

Result of Previous Discussion:

***Identify specific behaviors, performance, or events leading to corrective action:***

**Facts:**

***What is the company standard policy/procedure?***

**(Insert Company Name) Standard**:

***Why is failure to meet standard a problem for the company, department, or other employees?***

**Why it’s a problem:**

***State what the employee must do to improve, and list time allowed for improvement:***

**Improvement required**:

***What disciplinary action will follow for failure to improve?***

**Failure to Improve:** Any further violation of the above mentioned incident, or any other company violation, may result in additional corrective action, up to and including termination.

**Employee Comments:**

**Acknowledgement**

**Employee Name Employee Signature Date**

**Supervisor Name Supervisor Signature Date**

**Witness Name Witness Signature Date**

Employee reviewed *Corrective Action Record* and refused to sign \_\_\_Yes \_\_\_ No