



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Corrective Action Notice

Dear \_\_\_\_\_,

This letter serves as formal notice regarding a matter of concern related to your performance/conduct. Our goal is to ensure that all team members meet the expectations that align with our company’s values, policies, and standards of excellence.

On \_\_\_\_\_, the following incident(s) occurred:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

To address these concerns, we expect the following immediate changes:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

We are committed to supporting you in achieving these improvements. The following resources are available to help you:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Failure to make the necessary improvements or to comply with the expectations outlined in this notice may result in further disciplinary action, up to and including termination of employment.**

We are confident in your ability to make the necessary improvements and look forward to seeing positive changes. Please let us know if you have any questions or need additional support.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgment**

Please sign below to acknowledge that you have received and reviewed this Corrective Action Notice. Your signature does not necessarily indicate agreement with the contents but confirms your understanding of the matters discussed.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Manager/Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**CORRECTIVE ACTION NOTICE FORM**

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Employee Job Title: \_\_\_\_\_

**Type of Corrective Action Issued:**

- Verbal Warning
- Written Warning
- Final Warning
- Other \_\_\_\_\_

**Previous Notices** (if applicable, provide details of any prior notices issued):

Date: \_\_\_\_\_  
Type of Notice: \_\_\_\_\_  
Reason/Issue: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Type of Notice: \_\_\_\_\_  
Reason/Issue: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Type of Notice: \_\_\_\_\_  
Reason/Issue: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Outline the next steps for resolution to this matter:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructions:**

1. Fill out Corrective Action Notice and Form and submit to your Manager/Supervisor and Human Resources via Zendesk for approval.
2. Once complete, upload signed form to the employee’s Documents located on their Profile in the Paychex CSW Website.