

**Ocean Partners Hospitality, LLLP
Commitment to Correct**

Employee Name: _____ **Date** _____

Supervisor: _____

Correction Level:

- Verbal Warning
- Written Warning
- Final Written Warning**
next occurrence results
in termination

Type of issue:

- Policy/Procedure
- Behavior/Conduct
- Absenteeism and/or Tardiness
- Other

Prior Notifications:

<u>Level of Action Taken</u>	<u>Number</u>
<input type="checkbox"/> Verbal	_____
<input type="checkbox"/> Written	_____

Issue Description and Supporting Details: Written by Manager

Performance Improvement Plan: Written by Manager

Training or Special Direction to Be Provided:

Employee Comments:

My signature acknowledges that I have gone over the content of this form with my supervisor and understand the corrective action and why it was issued regardless of whether or not I wrote a comment.

Employee Signature Date

Manager's Signature Date

General Manager's Signature Date