



## **Terms and Conditions for Forms, Checklists, and Procedures**

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**Progressive Performance Review**  
**(with a Letter of Commitment step in lieu of Suspension)**

Date:

Employee's Name:

Employee's Position:

Type of Action for this Discussion:

Oral Warning       Written Warning       Letter of Commitment

Employer's view of the issue:

Employee's view of the issue:

What specific action steps have been agreed upon between the employee and supervisor to improve and/or resolve the violation? (action steps and date):

If letter of commitment was received, attach it to this form.

Attached:  yes  no

I have reviewed and discussed this performance issue with my supervisor and understand the terms listed above to correct my performance.

Employee's signature

Date

Employer's representative signature

Date

Signature of Human Resources witness

Date