

PERFORMANCE ACTION NOTICE

EMPLOYEE NAME	EMPLOYEE NO.	DEPT./COMM. UNIT	LOCATION
		IVY LANE CORPORATION	GR-
IMMEDIATE SUPERVISOR/MANAGER		SUPERVISOR/MANAGER'S MANAGER	

LEVEL OF DISCIPLINE

Verbal Warning		Written Warning		Final Written Warning*		Termination
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Current Incident Description and Supporting Details: *(Description of Incident with Date, Time and Location of occurrence, as well as Organizational Impact. Attach any supporting documents.)*

Ivy Lane Corporation expects all of its employees to adhere to an acceptable level of performance. Failure to improve and maintain a satisfactory level of performance may result in further disciplinary action, up to and including termination.

Previous Disciplinary Action: *(Attach documentation)*

<i>Level of Discipline</i>	<i>Date</i>	<i>Incident</i>

Guidelines to address the issue:

1. Expectations:	2. Measurable/Tangible Improvement Goals:
3. Measurement Timeframe:	4. Training or Special Direction to be provided:

5. Employee's Recommendation/s for Improvement:

EMPLOYEE ACKNOWLEDGEMENT

This Document Was Issued To Employee on _____ (Date)

I have received a copy of this notification and it has been reviewed with me. I understand that failure to meet the expectations outlined above and sustain an acceptable level of performance moving forward may result in further disciplinary action, up to and including termination. I understand that if termination results, the Company will provide me with only wages owing me to the date of termination and any accrued vacation pay.

Employee Signature

Date

Manager/Supervisor Signature

Date