

# Employee Warning Notice

## Employee Data

Employee: \_\_\_\_\_  
LAST FIRST MIDDLE

Shift: \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_

**Clock or Payroll No.:**

## First Warning Notice

Date of warning:

/ /

Date of violation:

/ /

Time of violation:

 AM

 PM

Location of Violation: \_\_\_\_\_

Employer's Statement: \_\_\_\_\_

**Action to be taken:** ☐ Warning ☐ Probation ☐ Suspension ☐ Dismissal ☐ Other:

Employer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Employee

☐ I AGREE with employer's statement

☐ I **DISAGREE** with employer's description of violations

Employee's Statement: \_\_\_\_\_

**Consequence should incident occur again:** I have read this Employee Warning Notice and understand it. I also realize that further misconduct may result in additional discipline up to and including my dismissal from the company.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Nature of Violation:

- ☐ Absenteeism
- ☐ Carelessness
- ☐ Clocking Out Early
- ☐ Clocking Wrong Time Card
- ☐ Disobedience
- ☐ Failure to Follow Instructions
- ☐ Intoxication or Drugs
- ☐ Rudeness to Customers
- ☐ Tardiness
- ☐ Unsatisfactory Work Quality
- ☐ Violation of Company Policies
- ☐ Violation of Safety Rules
- ☐ Willful Damage to Equipment
- ☐ Working on Personal Matters
- ☐ Wrongful Conduct
- ☐ Other: \_\_\_\_\_

**Second Warning Notice** (This is your second warning for a company rules violation or unsatisfactory performance. Future violations may lead to immediate dismissal without further notice.)

Date of Warning:

/ /

Date of violation:

/ /

Time of violation: ☐ AM

: ☐ PM

**Nature of Violation:**

- ☐ Absenteeism
- ☐ Carelessness
- ☐ Clocking Out Early
- ☐ Clocking Wrong Time Card
- ☐ Disobedience
- ☐ Failure to Follow Instructions
- ☐ Intoxication or Drugs
- ☐ Rudeness to Customers
- ☐ Tardiness
- ☐ Unsatisfactory Work Quality
- ☐ Violation of Company Policies
- ☐ Violation of Safety Rules
- ☐ Willful Damage to Equipment
- ☐ Working on Personal Matters
- ☐ Wrongful Conduct
- ☐ Other: \_\_\_\_\_

Location of Violation: \_\_\_\_\_

Employer's Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action to be taken:** ☐ Warning ☐ Probation ☐ Suspension ☐ Dismissal ☐ Other: \_\_\_\_\_

Employer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee:**

- ☐ **I AGREE** with employer's statement
- ☐ **I DISAGREE** with employer's description of violations

Employee's Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_