

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: _____