

Employee Warning Notice

PLEASE PRINT

Employee Name _____

Date of Warning _____

Employee ID # _____ Department _____

Location _____

Type of Violation

Attendance		Carelessness		Insubordination	
Substandard Job Performance/Productivity		Failure to Follow Instructions		Violation of Safety Rules	
Rudeness to Employees/Customers		Willful Damage to Material/Equipment		Working on Personal Matters	
Unsatisfactory Work Quality		Violation of Company Policies or Procedures		Other	

Previous Warnings

	ORAL	WRITTEN	DATE	BY WHOM
1st Warning				
2nd Warning				
3rd Warning				

Employer Statement

Date of Incident _____ / _____ / _____

Employee's Statement

_____ I agree with Employer's statement

_____ I disagree with Employer's statement

_____ / /

EMPLOYEE SIGNATURE

DATE

(If necessary, please continue employer/employee's statement on the reverse side of this sheet)

Action to be taken

☐ Warning ☐ Probation ☐ Suspension ☐ Dismissal ☐ Other _____

Consequence should incident occur again _____

I have read this Warning Notice and understand it.

EMPLOYEE SIGNATURE

/ /

DATE

SUPERVISOR/MANAGER SIGNATURE

/ /

DATE

CORPORATE APPROVAL

/ /

DATE