

EMPLOYEE WARNING NOTICE

Confidential Personnel Document

Employee Name:

[Employee Full Name]

Employee ID:

[Employee ID Number]

Department:

IT Support

Date of Warning:

[Date]

Nature of Issue

[Describe the specific behavior, performance issue, or policy violation that occurred. Include dates, times, and specific examples where applicable.]

Company Policy/Standard Violated

[Reference specific company policies, procedures, or performance standards that were not met. Include policy numbers or handbook sections if applicable.]

Expected Improvement

[Clearly outline the specific changes in behavior or performance expected. Include measurable goals and timelines where appropriate.]

Consequences of Non-Improvement

[Specify what disciplinary actions will be taken if improvement is not demonstrated, including potential termination if applicable.]

Review Date:

[Follow-up Date]

Warning Level:

[Verbal / Written / Final]

Supervisor Signature & Date:

Employee Signature & Date:

Note: Employee signature acknowledges receipt of this warning notice and does not necessarily indicate agreement with its contents. Employee has the right to provide written comments and attach them to this document.

Usage Guidelines**When to Use**

- Performance issues not meeting KPI targets
- Policy violations or misconduct
- Attendance or punctuality problems
- Unprofessional behavior or communication

Best Practices

- Document all incidents thoroughly
- Be specific and objective in descriptions
- Set clear, measurable improvement goals
- Follow up within specified timeframes