**WRITTEN WARNING FORM**

| **REMINDER** - Explain to the employee that this is not a disciplinary hearing, but he/she still has the right to represent, interpret, or question evidence, start their case and appeal against this warning. |
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**DATE:**

**NAME AND SURNAME: CO. NO.: POSITION: PREMISES: DATE OF THE OFFENSE/S:**

**REASONS (OFFENSES):**

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**TYPE OF WARNING:** 1) VERBAL 2) FIRST 3) SECOND 4) SERIOUS

**WARNING GIVEN:** **PERIOD ON FILE (VALIDITY):**

| **REMINDER** - Explain to the employee the reasons for the type of warning that is given to the specific offense. |
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**CONSEQUENCES IF THE EMPLOYEE DOES NOT CHANGE BEHAVIOR:**

Any further transgressions related or unrelated to the offenses shall result in further disciplinary action which can lead to a disciplinary hearing and it can result in your dismissal. Refer to counseling dated:

**COMMENTS BY EMPLOYEE:**

**PREVIOUS DISCIPLINARY ACTION (still valid on file) DATE AND OFFENSE:**

1)

2)

3)

**EMPLOYEE:** **CO. NO.**

**EMPLOYEE SIGNATURE DATE**

**MANAGER SIGNATURE WITNESS SIGNATURE**