**Disciplinary Warning**

Employee Name  Incident Date

Employee ID #  Warning Date

Employee SS #  Prior Warning Date

**Reason for Warning**

**Rules Attendance**

[ ] Violation of Work Rules [ ] Excessive Absence

[ ] Violation of Company Policy [ ] Excessive Tardiness or

[ ] Violation of Safety Rules Leaving Early

[ ] Other  [ ] Other

**Type of Warning**

[ ] Verbal Warning

[ ] First Written Warning

[ ] Second Written Warning

[ ] Final Written Warning

| **Supervisor Comments** |
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| **Employee Comments** |
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| **Signatures** | | | |
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| I understand a similar violation of company policy will be cause for further discipline up to and including termination. | | | |
| **Employee** |  | **Date** |  |
| **Supervisor** |  | **Date** |  |
| **Manager** |  | **Date** |  |
| **Human Resources** |  | **Date** |  |