**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** |  |  |  |  | **Employee’s Statement** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Incident | / | / |  |  |  |  |  | I agree with Employer’s statement |
|  |  |  |  |  |  |  |  | I disagree with Employer’s statement |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |

/ /

EMPLOYEE SIGNATURE DATE



**(If necessary, please continue the 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.**

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EMPLOYEE SIGNATURE DATE



/ /

SUPERVISOR/MANAGER SIGNATURE DATE



/ /

CORPORATE APPROVAL DATE

