

Employee Warning Notice

Dana Kepner Company, Inc | Western Industrial Supply, LLC.



Employee Name:

Warning Date:

Branch:

Department/Position:

Problem Area

Attendance

Tardiness

Job Performance

Personal Conduct

Previous Warnings

First

Date:

Verbal
Written

Second

Date:

Verbal
Written

Third

Date:

Verbal
Written

Issue

Details of the problem requiring improvement or correction (include specific dates, targets, and examples):

Require Corrective Action

Specific changes in performance or behavior required and the time frame in which they must occur:

Date of follow-up review/evaluation of problem and correction:

Failure of employee to correct problem may result in further disciplinary action up to and including termination of employment.

Employee comments:

By typing your name in the boxes below, you agree that this constitutes a legal signature.

Employee Signature: _____

Date: _____

Document if employee declines to comment or sign and obtain witness signature

Supervisor
comments:

Supervisor Signature: _____

Date: _____

Additional Signature (if needed): _____

Date: _____