Employee Warning Notice





	3,00 110	9.101100				
Dana Kepner Company, Inc Western Industrial Supply, LLC.				HEPHER MODET	ILC LLC	
Employee Name: Branch:			Warning Date:	Warning Date: Department/Position:		
			Department/Position:			
Probler	m Area					
	Attendance	Tardiness	Job Performance	Personal Conduct		
Previou	us Warnings					
First	irst Second		cond	Third		
Date:		Date:		Date:		
	Verbal		Verbal	Verbal		
	Written		Written	Written		
Issue						
Details of	f the problem requirin	g improvement or o	correction (include specific dates,	targets, ane examples):		
•	e Corrective Actio					
Specific c	changes in performand	e or behavior requi	red and the time frame in which	they must occur:		
Date of fo	ollow-up review/evalu	ation of problem a	nd correction:			
Failure of employm		problem may result	t in further disciplinary action up	to and including termination of		
Employe	e comments:					
	By typing	your name in the box	es below, you agree that this constitute	es a legal signature.		
Employee	e Signature:			Date:		
Documer	nt if employee decline	s to comment or sig	n and obtain witness signature			
•	pervisor nments:					
Superviso	or Signature:			Date:		
Additiona	al Signature (if needed):		Date:		