

3FL Bry Mac Bldg.
Arellano St., Pob. C,
Camiling, Tarlac

EMPLOYEE WARNING NOTICE FORM

Employee's Name:	Date:
Supervisor's Name:	
<input type="checkbox"/> First Warning <input type="checkbox"/> Second Warning <input type="checkbox"/> Other	
<input type="checkbox"/> Previous discipline meeting was held on:	
1. Your behavior/actions have been found unsatisfactory for the following reasons:	
<input type="checkbox"/> Tardiness <input type="checkbox"/> Damaged Equipment <input type="checkbox"/> Refusal to Work Overtime <input type="checkbox"/> Absenteeism <input type="checkbox"/> Policy Violation <input type="checkbox"/> Intoxication/Drug Use	<input type="checkbox"/> Insubordination <input type="checkbox"/> Rudeness <input type="checkbox"/> Proper Attire <input type="checkbox"/> Negligence <input type="checkbox"/> Failure to Follow Protocol <input type="checkbox"/> Failure to Meet Performance Standards
<input type="checkbox"/> Others	
Date of Occurrence & Shift:	
2. The following immediate and sustained corrective action must be taken by the employee. Failure to do so will result in further disciplinary action up to and including termination.	
_____ _____ _____	
3. Deadline:	
4. Follow-up meeting will be held on:	
Employee Statement:	Date:
_____ _____ _____	
Employee Signature: _____	
Note: Your signature on this form means that we have discussed the situation, and you concur.	
Supervisor's Signature:	Date: