

EMPLOYEE WARNING NOTICE

Employee name: _____ Date: _____

_____ First warning _____ Second warning _____ Third warning

Description of problem that requires improvement or correction (include specific dates and examples):

Changes in performance or behavior required to correct this problem:

Date to review and evaluate performance: _____

If the employee does not correct the problem within the specified time period, this may result in further disciplinary action, which may include termination of employment.

Employee comments: _____

Employee's signature: _____ Date: _____

Manager's comments: _____

Manager's signature: _____ Date: _____