**Warning Notice**

Record of Verbal Warning

Written Warning

Final Written Warning

Other:

Date of Warning Notice:

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| --- |
| Employee Name: |
| Supervisor: |
| Date: |
| Type of Incident: |
| Date of Incident: |
| Time of Incident: |

This is a warning notice being issued to address performance and/or conduct. You will have opportunity to review, acknowledge, and correct the issues.

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| **Explanation of Incident:**   1. Describe incident in detail:      1. What is the impact to performance, business operations, or the well-being of other employees or clients?      1. What was the rule, policy, law, standard, or regulation that was violated?      1. What prior discussions or warnings on this subject have occurred? (include dates) 2. What must the employee do in order to improve performance or change behavior?   Failure to show **immediate** and **sustained** improvement will result in further disciplinary action up to and including termination. If you have any questions about this warning, contact the [HR Contact Title].  Nothing in this notice creates any guarantee of employment for a specific period of time or in any way modifies your at-will employment relationship.  **Additional Comments:** |

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Supervisor Signature Date  
  
I acknowledge that my supervisor has discussed the items in this warning notice with me and I have a right to respond in writing to the issues outlined above.

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Employee Signature Date

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| **Employee Comments:** |

**I have read and understand this warning and acknowledge that I have received a copy of it. I understand that I remain an employee-at-will.**

Employee Signature Date

***Supervisor, employee and witness should initial here if employee refuses to sign warning:***

Employee Signature Date

Supervisor Signature Date

Witness Signature Date