

Employee Warning Notice

Employee Name: _____ Title: _____

Supervisor Name: _____ Title: _____

Type of Warning: _____
____ Verbal ____ First Written ____ Second Written ____ Final ____ Termination

Reason for Warning: _____
____ Attendance (list dates/times) ____ Violation of Work Rule ____ Other _____

Previous Warnings:
Verbal ____/____/____ Reason _____ Second ____/____/____ Reason _____
First ____/____/____ Reason _____ Final ____/____/____ Reason _____

Description of Problem: (include dates, times & events):

Witness(s): (if applicable) _____

Corrective Action/Problem Resolution:

Timetable for Improvement: ____ Immediate ____ 30 days ____ 60 days ____ Other _____
Follow-up/

Expected problem correction: (if applicable) Date ____/____/____ Day _____

Employee Comments: (if provided) _____

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

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

If employee refuses to sign obtain witness signature and write "REFUSED TO SIGN" in employee signature section.

Witness Signature: _____ **Date:** _____