

# EMPLOYEE WARNING NOTICE

Employee Name \_\_\_\_\_ Date of Warning \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Employee/Payroll # \_\_\_\_\_ Department \_\_\_\_\_ Shift \_\_\_\_\_

**TYPE OF VIOLATION**

' Attendance	' Carelessness	' Insubordination
' Lateness or Early Quit	' Failure to Follow Instructions	' Violation of Safety Rules
' Rudeness to Employees or Customers	' Willful Damage to Material or Equipment	' Working on Personal Matters
' Unsatisfactory Work Quality	' Violation of Company Policies / Procedures	' Other:

**PREVIOUS WARNINGS**

SEQUENCE	ORAL	WRITTEN	DATE	BY WHOM
1st Warning			/ /	
2nd Warning			/ /	
3rd Warning			/ /	

**EMPLOYER STATEMENT**

Date of Incident \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Time \_\_\_\_ : \_\_\_\_ AM / PM (circle one)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYEE STATEMENT**

' I agree with Employer's statement  
 ' I disagree with Employer's description of violation for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**ACTION TO BE TAKEN** ' Warning ' Probation ' Suspension ' Dismissal ' Other \_\_\_\_\_

Consequence should incident occur again \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**I HAVE READ THIS EMPLOYEE WARNING NOTICE AND UNDERSTAND IT...**

Employee Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supervisor Signature (who issued warning) \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**ROUTING** ' \_\_\_\_\_ ' \_\_\_\_\_ ' \_\_\_\_\_