

# Employee Warning Notice (Form)

Employee Name: \_\_\_\_\_ Date of Warning: \_\_\_\_/\_\_\_\_/\_\_\_\_

Payroll #: \_\_\_\_\_ Department: \_\_\_\_\_ Shift: \_\_\_\_\_

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

Previous Warnings				
	Oral	Written	Date	By Whom
1 <sup>st</sup> Warning				
2 <sup>nd</sup> Warning				
3 <sup>rd</sup> Warning				

## Employers Statement

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

## Employee Statement

I Agree with Employers Statement      I Disagree with Employers Statement for this reason

## Action to be taken

Warning      Probation      Suspension      Dismissal      Other

Consequence should issue occur again

I have read this warning notice and understand it

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Of Supervisor Issuing Warning

\_\_\_\_\_  
Date

