

Employee warning notice

Employee name _____

Type of violation

- | | | |
|---|---|--|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Carelessness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Lateness/leaving early | <input type="checkbox"/> Failure to follow instructions | <input type="checkbox"/> Violation of safety rules |
| <input type="checkbox"/> Rudeness to employees/customers | <input type="checkbox"/> Willful damage to material/equipment | <input type="checkbox"/> Working on personal matters |
| <input type="checkbox"/> Unsatisfactory work quality
or procedures | <input type="checkbox"/> Violation of company policies | <input type="checkbox"/> Other: _____ |

Previous warnings (Please note the date.)

	Oral	Written	Delivered by whom?
1st warning	_____	_____	_____
2nd warning	_____	_____	_____
3rd warning	_____	_____	_____

Employer statement

Date of incident _____ Time _____

Employee statement

- I agree with my employer's statement
 I disagree with my employer's description of the violation.

The reasons are _____

Action to be taken:

- Warning Probation Suspension Dismissal
 Other _____

Corrective action to be taken:

Consequences should incident occur again:

I have read this Employee Warning Notice and understand it.

Signature of employee _____

Date: _____

Signature of supervisor who issued warning _____

Date: _____