

Employee Warning Notice

Employee Name _____ Date of Warning ___/___/___

Type of Violation

- Attendance
- Lateness
- Unsatisfactory Work Quality
- Violation of Safety Rules
- Other _____
- Failure to Follow Instructions
- Violation of Company Policies or Procedures
- Insubordination
- Working on Personal Matters

Previous Warnings

	Oral	Written	Date	By Whom
1 st Warning				
2 nd Warning				
3 rd Warning				

Employer Statement

Date of Incident ___/___/___ Time ___:___ am/pm

Employee Statement

- I agree with Employer's statement
- I disagree with Employer's statement for these reasons:

Employee Signature _____ Date ___/___/___

Action to be taken Oral Warning Written Warning Suspension Dismissal
Consequence 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 ___/___/___

Routing: Copy to Exec. Director, Supervisor's File, and Employee; Original to Personnel Manager