

Employee warning notice

Employee name _____

Type of violation

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