



Employee Warning Notice

Employee: _____ Employee #: _____
 Position: _____ Department: _____
 Date of warning: _____ Date of Violation: _____

Location of Violation: _____

Has the employee been previously warned? Yes No

Previous Warning: 1st Warning 2nd Warning 3rd Warning

Type of Warning: Oral Written

Date: _____

By Whom: _____

Employer Statement: _____

I AGREE with employer's statement

I DISAGREE with employer's description of violations

Employee Statement: _____

CONSEQUENCE(S)

- NATURE OF VIOLATION:**
- Absenteeism
 - Carelessness
 - Clocking Out Early
 - Falsifying Time Card
 - Disobedience
 - Failure to Follow Instructions
 - Intoxication or Drugs
 - Rudeness to Customers/Co-Workers
 - Tardiness
 - Unsatisfactory Work Quality
 - Violation of Company Policies
 - Violation of Safety Rules
 - Willful Damage to Equipment
 - Working on Personal Matters
 - Wrongful Conduct
 - Other _____

ACTION TO BE TAKEN: Warning Probation Suspension Dismissal Other: _____

I also realize that further misconduct may result in additional discipline up to and including my dismissal from the company.

Employee's comments:

I have read this Employee Warning Notice and understand it.

Employee Signature: _____ Date: _____

Supervisor Signature _____ Date _____