

EMPLOYEE WARNING NOTICE

EMPLOYEE INFORMATION

Employee Name: _____ Department: _____
Employee Title: _____ Employee ID #: _____
Supervisor Name: _____ Date: _____
Previous Disciplinary Meeting Date: _____

REASONS FOR WARNING

Reasons for warning:

- | | | |
|---|--|---|
| <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Procedure Violation | <input type="checkbox"/> Rudeness |
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Poor Performance | <input type="checkbox"/> Overtime Refusal |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Unprofessional Language | <input type="checkbox"/> Fighting |
| <input type="checkbox"/> Other: _____ | | |

Description of actions that warranted this warning:

CORRECTIVE ACTIONS

The following corrective actions must be taken by the employee. Failure to do so will result in further disciplinary action, up to and including termination:

ACKNOWLEDGMENT

The employee's signature below confirms that the contents of the warning were discussed with them. It does not necessarily indicate an agreement that the infraction occurred.

Employee Signature: _____ Date: _____

Print Name: _____

Supervisor Signature: _____ Date: _____

Print Name: _____