

# Employee Warning Notice

Name	Department	
Job Title	Emp. No.	Date

*Instructions: Complete this form when it is necessary to warn an employee that their performance is unacceptable. Review the report with the employee. Give a copy of the report to the employee and retain the original in the employee's file for future reference.*

**You are hereby notified that your performance in the following area(s) is unsatisfactory at this time. We want you to remain employed at this firm, but failure to correct deficiencies may result in termination of employment.**

- |   |  |                                     |   |                                       |
|---|--|-------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Punctuality                          | <input type="checkbox"/> Job Knowledge | <input type="checkbox"/> Production | <input type="checkbox"/> Safety                                 | <input type="checkbox"/> Completeness |
| <input type="checkbox"/> Attendance                           | <input type="checkbox"/> Job Skills    | <input type="checkbox"/> Accuracy   | <input type="checkbox"/> Cooperation                            | <input type="checkbox"/> _____        |
| <input type="checkbox"/> Attitude                             | <input type="checkbox"/> Leadership    | <input type="checkbox"/> Obedience  | <input type="checkbox"/> Conduct                                | <input type="checkbox"/> _____        |
| <input type="checkbox"/> You are on probation for _____ days. |  |                                     | <input type="checkbox"/> You are not on probation at this time. |                                       |

Explanation and further details


Follow-up action needed


**I acknowledge receipt of a copy of this warning and I     agree     disagree with it    and state:**


Employee Signature	Date
Company Name	Completed by
Title	Signature