

Employee Warning Report

Employees who receive this warning report are officially notified that they have violated one or more of _____ [COMPANY NAME] company rules and/or standards of employee conduct. Further violation(s) may result in further discipline, possibly including termination of employment.

Employee name:	
Date:	
Warning report written by:	
Date/Time of violation:	
Violation: <input type="checkbox"/> Unauthorized absence from work <input type="checkbox"/> Tardiness <input type="checkbox"/> Unsafe behavior <input type="checkbox"/> Poor work quality <input type="checkbox"/> Leaving early <input type="checkbox"/> Substance abuse at work <input type="checkbox"/> Disobedience <input type="checkbox"/> Threatening or engaging in violence <input type="checkbox"/> Willful damage to equipment/material <input type="checkbox"/> Other: _____	
Employer's statement: 	
Employee's statement: <input type="checkbox"/> I agree with the Employer's statement <input type="checkbox"/> I do not agree with the Employer's statement, for the following reason(s): 	

Previous warnings:

Date:

Type:

Written or Oral?

Given by: _____

Date:

Type:

Written or Oral?

Given by: _____

Date:

Type:

Written or Oral?

Given by: _____

Action:

Warning

Dismissal

Suspension

Other: _____

I have read this warning decision and understand it. This does not imply agreement.

Employee's Signature

Date

Employee chose not to sign.

Signature of person who completed warning report

Date

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