

EMPLOYEE WARNING RECORD

Employee's Name _____ Clock or Payroll No. _____ Dept. _____

Shift _____ Time _____ a.m. Date of Warning _____
 p.m.

WARNING

Date of Violation _____ NATURE OF VIOLATION Substandard Work Conduct Tardiness Attitude
 Time of Violation _____ Carelessness Disobedience _____
 Place Violation Occurred _____

COMPANY REMARKS

HAS EMPLOYEE BEEN WARNED PREVIOUSLY? <input type="checkbox"/> YES <input type="checkbox"/> No	Form of Warning	WHEN WARNED and BY WHOM		
		1st Warning	2nd Warning	3rd Warning
	Verbal			
	Written			

EMPLOYEE'S REMARKS RE: VIOLATION

The absence of any statement on the part of the EMPLOYEE indicates his/her agreement with the report as stated.

I have entered my version of the matter above.

Employee's Signature _____ Date _____

ACTION TO BE TAKEN

Approved By _____
Name Title Date

I have read this "warning" and understand it.

 Employee's Signature Date

DISTRIBUTION OF COPIES

- Employee
- Foreman or Supervisor
- Personnel Department
- Plant Manager
- Employee's Union Rep.

 Signature of person who prepared warning Title Date

 Supervisor's Signature Date