

# Employee Warning Notice

Employee Name: \_\_\_\_\_ Date of Warning: \_\_\_\_\_  
 Employee / Payroll Number: \_\_\_\_\_ Department: \_\_\_\_\_

**Type of Violation**

Attendance	<input type="checkbox"/>	Carelessness	<input type="checkbox"/>	Insubordination	<input type="checkbox"/>
Lateness / Early Quit	<input type="checkbox"/>	Failure to Follow Instructions	<input type="checkbox"/>	Violation of Safety Rules	<input type="checkbox"/>
Rudeness to Employee/Customer	<input type="checkbox"/>	Willfully Damage to Materials/ Equipment	<input type="checkbox"/>	Dishonesty	<input type="checkbox"/>
Unsatisfactory Work Quality	<input type="checkbox"/>		Violation of County Policies or Procedures	<input type="checkbox"/>	Improper Conduct
Unreported Absence	<input type="checkbox"/>	Reporting Under the Influence of Alcohol or Drugs	<input type="checkbox"/>	Other: Excessive	<input type="checkbox"/>

**Employer Statement:** \_\_\_\_\_ Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

**Employee Statement:**

I agree with employer's statement. \_\_\_\_\_  I disagree with employer's description of violation.  
 The reasons are:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Date: \_\_\_/\_\_\_/\_\_\_ Employee Signature \_\_\_\_\_

Action to be taken:  Warning  Probation  Suspension  Dismissal  
 Other: \_\_\_\_\_

Consequence should incident occur again: \_\_\_\_\_

\*\* SEE REVERSE SIDE FOR ATTIONAL INFORMATION \*\*

I have read this Employee Warning Notice and understand it.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Employee Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Supervisor Who Issued Warning Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Department Head Date

Additional Comments of \_\_\_\_\_:  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_