



EMPLOYEE WARNING NOTICE

PLEASE PRINT

Employee Name _____ Employee Number _____

Date of Warning _____ Location _____

Type of Violation (check one)

Attendance	Misconduct	Dress Code Policy Violation	Insubordination
Lateness or Early Quit	Failure to Follow Instructions	Violation of Safety Policies	Violation of Company Policy
Job Abandonment	Willful Damage to Material or Equipment	Unsatisfactory Performance	Cash Overage/Shortage
Unsatisfactory Performance	Dishonesty	Other:	Other:

Employer Statement

Date of Incident _____

Employee Statement

___ I agree with employer's statement
___ I disagree with employer's statement

Previous Warnings

	Oral	Written	Date	By Whom
1 st Warning				
2 nd Warning				
3 rd Warning				

Action to be taken _____ Warning _____ Probation _____ Suspension _____ Dismissal _____ Other _____

Consequence should incident occur again _____

I have read this Employee Warning Notice and understand it.

Signature of Employee

Employee Name Printed

Date

Supervisor Issuing Warning

Supervisor Name Printed

Date

Witnessed By

Witness Name Printed

Date