

# Employee Warning Notice

Employee Name \_\_\_\_\_  
ID # \_\_\_\_\_ Department \_\_\_\_\_

Date of Notice \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date of Hire \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Type of Violation

- Attendance
- Tardy/Early Quit
- Inappropriate Behavior
- Unsatisfactory Performance
- Willful Damage to Company Property
- Violation of Company Policies/Procedures
- Insubordination
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

## Description of Violation

Date of Incident \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_ <sup>AM</sup>/<sub>PM</sub>

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employee Statement

- I agree with employer’s description of violation.
- I disagree with employer’s description of violation for these reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Actions to Be Taken

- Warning
- Probation
- Suspension
- Discharge
- Other: \_\_\_\_\_

Consequence(s) should incident occur again: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## I have read and understand this Employee Warning Notice.

\_\_\_\_\_  
Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_ Signature of Supervisor/Manager \_\_\_\_\_ Date \_\_\_\_\_

**Routing**  
\_\_\_\_\_  
\_\_\_\_\_