

Hire Quest, LLC
Employee Warning Notice

Employee Name: _____ Date of Warning: _____

Branch/Department Name: _____

Type of Warning

- | | | |
|--|--|--|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Carelessness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Lateness or Early Quit | <input type="checkbox"/> Failure to Follow Instructions | <input type="checkbox"/> Violation of Safety Rules |
| <input type="checkbox"/> Rudeness to Employees or Customer | <input type="checkbox"/> Willful Damage to Material or Equipment | <input type="checkbox"/> Working on Personal Matters |
| <input type="checkbox"/> Unsatisfactory Work or Quality | <input type="checkbox"/> Violation of Company Policies or Procedures | <input type="checkbox"/> Other: _____ |

Previous Warnings

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

Employer Statement	Employee Statement
Date of Incident _____ Time _____	Date of Incident _____ Time _____

Employee Signature: _____

- Action to Be Taken Warning Probation Suspension
 Dismissal Other: _____

I Have Read this Employee Warning Notice and Understand it.

Signature of Employee Date: _____

Signature of Manager/Supervisor Date: _____