Employee Warning Notice

Name	Da	te
Title	Dept	
FACTS (Reason For Discussion)		
Attendance Tardiness Early Quit Inappropriate Behavior Warning Type: Employer Statement		Insubordination Violation of Company Policy Violation of Safety Rules Other Final
OBJECTIVES (Required Performs SOLUTIONS (Agreed Upon Action	,	
ACTIONS	robation	7 Other
My signature indicates that this n	,	
understand its contents. SIGNATURE OF EMPLOYEE		DATE
Employee Comments (optional)		DATE
SIGNATURE OF MANAGER/SUPERVISOR		DATE