

## FIRST WRITTEN WARNING

To: [Employee Name]

Date: \_\_\_\_\_

You are receiving this First Written Warning as a result of the issue(s) described below. Please be aware that this is the first step in [Name of Company]'s progressive discipline process. We trust that you will correct this matter by improving your performance of your job and/or refraining from the act or omission that has led to this First Warning Notice. Failure to make appropriate corrections will lead to further discipline, up to and including discharge.

### NATURE OF INFRACTION

- |   |  |
|---|--|
| <input type="checkbox"/> Poor Work Performance    | <input type="checkbox"/> Absenteeism                           |
| <input type="checkbox"/> Tardiness                | <input type="checkbox"/> Substance Use or Abuse                |
| <input type="checkbox"/> Insubordination          | <input type="checkbox"/> Abuse of Leave                        |
| <input type="checkbox"/> Improper Conduct         | <input type="checkbox"/> Misuse of Email or Telephone          |
| <input type="checkbox"/> Safety Violation         | <input type="checkbox"/> Property Damage                       |
| <input type="checkbox"/> Refusal to Work Overtime | <input type="checkbox"/> Failure to Comply with Company Policy |
| <input type="checkbox"/> Other _____              |  |

Date, Time and Location of Infraction \_\_\_\_\_

### DETAILS:

- You must comply with the attached Performance Improvement Plan (*check if applicable*)

Supervisor/Manager's Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
*Supervisor/Manager's Signature*

Date: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

**I acknowledge that I have received a copy of the foregoing First Written Warning and that I have had an opportunity to discuss it with my supervisor or a designated manager.**

\_\_\_\_\_  
*Employee's Signature*

**EMPLOYER NOTES:**

This form is provided as a model to be adapted to your individual business needs. Employers are strongly advised to consult with experienced employment counsel prior to any action involving discipline or discharge.

It is important to provide as much detail as possible in the warning. If there is ever litigation or any other matter related to the employee's behavior or performance, it is imperative that this warning be well documented. The detail should be such that someone reading this a few years from now, other than the author, will know and understand the details clearly.

Be specific in the details. It is important that you both (1) apprise the employee of the basis of the discipline so that he or she can correct the behavior, and (2) create a paper trail in case of legal claims or other grievances by the employee later on.

It is a good practice to allow employees to place a response in their personnel file. It may or may not make much difference in the end, but it does give the employee a sense of having "been heard." If you allow the employee to submit a statement, include a sentence to that effect in the notice, such as "You may, if you wish, provide a written comment to this First Written Warning for placement in your personnel file. Any such written response must be submitted to your supervisor within ten (10) business days of your receipt of the warning."

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