



Written Warning Form

Employee Name: _____ A#: _____

Date: _____

Description of Infraction: (including policy as appropriate)

Verbal Warning?: Yes No Date: _____
If no verbal warning was given explain why:

The above infraction has been discussed with me. I understand it is against Dining Services policy and that if I fail to correct this behavior it will result in additional disciplinary action. I understand that this documentation will remain in my employee file for the duration of my employment at the Hub.

Employee Signature: _____ Date: _____

This infraction was discussed with the employee. Corrective instructions were explained to the employee.

Manager Approval: _____ Date: _____

Employee is entitled to a copy of this documentation.