



EMPLOYEE WARNING NOTICE

Transport Leasing/Contract, Inc.
Payroll Plus Corporation
The Labor Source, Inc.

Personnel Compliance Office
802 Wabash Ave., Suite 1
Chesterton, IN 46304
800-926-8440 Fax 219-926-9627

Client Name _____

Client ID: _____

Employee Name _____

Employee SSN: _____

Department _____

Date of Warning _____

Type of Violation

- Carelessness
- Excessive Absences
- Excessive Tardiness
- Failure to Follow Instructions
- Insubordination
- Rudeness to Employees/Customers
- Unsatisfactory Work Quality
- Violation of Company Policies or Procedures
- Violation of Safety Rules
- Willful Damage to Material/Equipment
- Other _____

Previous Warnings

	ORAL	WRITTEN	DATE	BY WHOM & TITLE
1st Warning				
2nd Warning				
3rd Warning				

Employer Statement

Date: _____

Type of Incident: _____

Employee Statement Date:

- I agree with Employer's statement.
- I disagree with Employers description of violation for these reasons:

Employee Signature **Date**

Action to be taken: Warning Probation Suspension Termination of Employment

Consequence should incident occur again: _____

I have read this **Employee Warning Notice** and Understand it.

Signature of Employee

Date

Signature of Supervisor Who Issued Warning

Date