

• Tel 775-283-0040 •

EMPLOYEE WARNING NOTICE

(To be completed by work-site employer & employee)

Employee Name:		Date of Notice:		
Client Name:		t:		Date of Hire:
TYPE OF VIOLATION				
☐ Attendance	☐ Willful Damage to Company Property		Other:	
☐ Tardy/Early Quit	☐ Violation of Policies/Procedures		Other:	
☐ Inappropriate Behavior	☐ Insubordination		Other:	
☐ Unsatisfactory Performance	Other:		Other:	
DESCRIPTION OF VIOLATION				
Date of Incident: Time:				
EMPLOYEE STATEMENT I agree with Employer's statement. I disagree with Employer's description of violation for these reasons:				
ACTIONS TO BE TAKEN				
☐ Warning ☐ Pro	bbation	Suspension		Discharge
Other:				
Consequence should incident occur again:				
I have read and understand this Employee Warning Notice:				
Employee's Name (Print):				
Signature of Employee:		Date:		
Supervisor who issued warning (Print):				
Signature of Supervisor:		Date:		