



Y O U R B R A K E & P O W E R T R A I N S P E C I A L I S T

**AUTOMOTIVE  
AGRICULTURAL  
TRUCK  
INDUSTRIAL**

### **EMPLOYEE WARNING NOTICE**

#### **EMPLOYEE INFORMATION**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last* *First*

Manager: \_\_\_\_\_ Department: \_\_\_\_\_

#### **TYPE OF OFFENSE**

- Tardiness / Early       Absenteeism       Violation of Company Policies
- Substandard Work       Violation of Safety Rules       Rudeness to Customers/Coworkers
- Other: \_\_\_\_\_

#### **DETAILS**

Description of Infraction: \_\_\_\_\_  
\_\_\_\_\_

Plan for Improvement: \_\_\_\_\_  
\_\_\_\_\_

Consequences of Further Infractions: \_\_\_\_\_  
\_\_\_\_\_

#### **ACKNOWLEDGEMENT OF RECEIPT OF WARNING**

*By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.*

\_\_\_\_\_  
*Employee Signature*

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

\_\_\_\_\_  
*Manager Signature*

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

\_\_\_\_\_  
*Witness Signature ( if employee understands warning but refuses to sign )*

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

Employee Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_