

Sample Form

[COMPANY NAME]

Employee Warning Notice

Employee _____ Clock # _____

Date of Warning _____ Shift _____ Time _____ Ist Notice
_____ 2nd Notice
_____ 3rd Notice

Date of Violation _____ Time of Violation _____

Location Violation Occurred _____

Nature of Violation:

_____ Unapproved absences	_____ Carelessness
_____ Substandard work	_____ Inappropriate conduct
_____ Safety violation	_____ Disrespect
_____ Punching out early	_____ Disobedience
_____ Punching out late	_____ Punching out wrong time card
_____ Intoxication	_____ Drinking/taking drugs on the job
_____ Personal use of company property	_____ Horseplay

Violation of policy (other): _____

Additional Remarks:

Supervisor:

Employee:

Signatures:

Employee Supervisor Human Resources Manager