

## *Employee Warning Notice*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Employment Date \_\_\_\_\_

Warning Date \_\_\_\_\_ Date Submitted \_\_\_\_\_

**VIOLATIONS** *(Circle one or more of the following)*

PERSONAL WORK	ATTENDANCE	UNAUTHORIZED ABSENCE	WORK QUALITY
CARELESSNESS	CONDUCT	REFUSAL TO WORK OVERTIME	INSUBORDINATION
SAFETY	TARDINESS	WILLFUL DAMAGE TO COMPANY PROPERTY	

OTHER: \_\_\_\_\_

PREVIOUS WARNINGS *(Date/Violation/Oral/Written)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMPANY STATEMENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYEE STATEMENT**

I agree with Company Statement  
 I disagree with Company Statement

REASONS \_\_\_\_\_

\_\_\_\_\_

ACTION TAKEN \_\_\_\_\_

\_\_\_\_\_

I have read this Warning Notice and understand it.

\_\_\_\_\_  
Employee Signature / Date

\_\_\_\_\_  
Supervisor Signature / Date

This form was refused by Employee