

## First Warning Notice

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

Date of Warning: \_\_\_\_\_

Date of Violation: \_\_\_\_\_ Time of Violation: \_\_\_\_\_

Type of Violation:

\_\_\_\_ Intoxication or drugs      \_\_\_\_ Substandard work      \_\_\_\_ Disobedience

\_\_\_\_ Clocking out ahead of time      \_\_\_\_ Wrongful conduct      \_\_\_\_ Tardiness

\_\_\_\_ Clocking out wrong time card      \_\_\_\_ Carelessness      \_\_\_\_ Absenteeism

\_\_\_\_ Other: \_\_\_\_\_

Action Taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Remarks:

\_\_\_\_\_  
\_\_\_\_\_

Employee Comments:

\_\_\_\_\_  
\_\_\_\_\_

This is your first warning of a company violation or unsatisfactory performance. Future violations may lead to immediate dismissal without further notice.

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

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

*This sample document contains information that you may use or modify for your practice's needs. Your needs may vary based upon the laws in your state. This document does not constitute legal advice.*