



EMPLOYEE WARNING NOTICE

TO:
FROM:
DATE:
SUBJECT:

Today we met to discuss your performance as _____ (job title).

During our meeting, we discussed the following problem: (Select only those that apply)

- Unsatisfactory Performance:
- Attendance/Tardiness [List date(s) and time(s) below]:
- Misconduct/Violation of Company Policy:
- Other:

VIOLATION DETAILS:

ACTION TAKEN: _____ **CONSEQUENCE IF INCIDENT IS REPEATED:** _____

Check here if applicable and complete date information:
I have Previously discussed these areas of concern with you on _____ and _____.

EMPLOYEE COMMENTS:

Your volume and/or quality of work, attendance/tardiness, or other as detailed above is not meeting the expectations for your position. You need to be aware that unless you make an immediate and sustained improvement in your work, your continued employment with _____ may be in jeopardy.

Manager/Supervisor Signature

Date

Employee Acknowledgment

Date

Note: If employee refuses to sign, write "Employee read the above and problems were discussed. Employee refused to sign". Obtain signature of any witnesses to employee's refusal to sign.