


EMPLOYEE WARNING RECORD

Employee's Name _____ Clock or Payroll No. _____ Dept. _____
Shift _____ Time _____ a.m. ☐ Date of Warning _____
p.m. ☐

WARNING

Date of Violation _____ NATURE OF VIOLATION  ☐ Substandard Work ☐ Conduct ☐ Tardiness ☐ Attitude
Time of Violation _____
Place Violation Occurred _____ ☐ Carelessness ☐ Disobedience ☐ _____

COMPANY REMARKS

HAS EMPLOYEE BEEN WARNED PREVIOUSLY? <input type="checkbox"/> YES <input type="checkbox"/> No	Form of Warning	WHEN WARNED and BY WHOM		
		1st Warning	2nd Warning	3rd Warning
	Verbal			
	Written			

EMPLOYEE'S REMARKS RE: VIOLATION

The absence of any statement on the part of the EMPLOYEE indicates his/her agreement with the report as stated.

I have entered my version of the matter above.

Employee's Signature _____ Date _____

ACTION TO BE TAKEN

Approved By _____ Name _____ Title _____ Date _____

I have read this "warning" and understand it.

Employee's Signature _____ Date _____

DISTRIBUTION OF COPIES

- | | |
|--|--|
| <input type="checkbox"/> Employee | <input type="checkbox"/> Personnel Department |
| <input type="checkbox"/> Foreman or Supervisor | <input type="checkbox"/> Plant Manager |
| | <input type="checkbox"/> Employee's Union Rep. |

Signature of person who prepared warning _____ Title _____ Date _____

Supervisor's Signature _____ Date _____