

Employee Warning Notice

Name _____

Date _____

Title _____

Dept _____

FACTS (Reason For Discussion)

Attendance

Unsatisfactory Work Quality

Insubordination

Tardiness

Failure to Follow Instructions

Violation of Company Policy

Early Quit

Misuse of Company Property

Violation of Safety Rules

Inappropriate Behavior

Misuse of Company Time

Other

Warning Type: 1st

2nd

Final

Employer Statement _____

OBJECTIVES (Required Performance Level) _____

SOLUTIONS (Agreed Upon Actions) _____

ACTIONS Warning Probation Suspension Other _____

(Consequence Should Objectives Not Be Met) _____

My signature indicates that this notice has been discussed with me and that I understand its contents.

SIGNATURE OF EMPLOYEE

DATE

Employee Comments (optional) _____

SIGNATURE OF MANAGER/SUPERVISOR

DATE