



EMPLOYEE WARNING NOTICE

PLEASE PRINT

Employee Name _____ Employee Number _____

Date of Warning _____ Location _____

Type of Violation (check one)

Attendance		Misconduct		Dress Code Policy Violation		Insubordination	
Lateness or Early Quit		Failure to Follow Instructions		Violation of Safety Policies		Violation of Company Policy	
Job Abandonment		Willful Damage to Material or Equipment		Unsatisfactory Performance		Cash Overage/Shortage	
Unsatisfactory Performance		Dishonesty		Other:		Other:	

Employer Statement

Date of Incident _____

Employee Statement

_____ I agree with employer's statement
_____ I disagree with employer's statement

Previous Warnings

	Oral	Written	Date	By Whom
1 st Warning				
2 nd Warning				
3 rd Warning				

Action to be taken _____ Warning _____ Probation _____ Suspension _____ Dismissal _____ Other _____

Consequence should incident occur again _____

I have read this Employee Warning Notice and understand it.

Signature of Employee

Employee Name Printed

Date

Supervisor Issuing Warning

Supervisor Name Printed

Date

Witnessed By

Witness Name Printed

Date