

## Employee Written Warning Notice

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

The purpose of this written warning is to bring to your attention ongoing deficiencies in your conduct and/or performance. The intent is to define for you the seriousness of the situation so that you may take immediate corrective action. This written warning will be placed in your personnel file.

Reason for warning: \_\_\_\_\_

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

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

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

**Additional information may be attached to this form.**

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

Corrective action required: \_\_\_\_\_

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

**The above corrective action must be taken by the employee. Failure to do so will result in further disciplinary action up to and including termination.**

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### Previous Warnings

Date: \_\_\_\_\_ Person that issued warning: \_\_\_\_\_

Oral warning  Written warning

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The above has been discussed with me by my supervisor. I understand the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of noncompliance. I further acknowledge that I have a right to respond to this warning in writing.

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

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Division/Dept. Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Department: \_\_\_\_\_ Date: \_\_\_\_\_