ENGAGE PEO EXPECT MORE	WORKSITE EMPLOYEE WARNING NOTICE	

CONFIDENTIAL

Email to: engageteam3@engagepeo.com

OR

Fax to: 833-262-0849

Client Name:		Department/Division:	
Employee Name:		Social Security Number:	

☐ Verbal Warning	☐ Written Warning	☐ Final Warning

VIOLATIONS (PLEASE CHECK ALL RELEVANT BOXES)			
Attendance	☐	Work Product	☐
Breach of Company Policy	☐	Safety	☐
Carelessness	☐	Tardiness	☐
Conduct	☐	Unauthorized Absence	☐
Failure to Follow Instructions	☐	Work Quality/Accuracy	☐
Insubordination	☐	Work Quality/Output	☐
Job Performance	☐	Willful Damage to Company Property	☐
Other:			

DESCRIPTION OF VIOLATION(S)

REQUIRED IMPROVEMENT(S)

EMPLOYEE COMMENT(S)

Unless immediate and satisfactory improvement is shown and maintained, further disciplinary action will be taken, including termination.

Further misconduct or violation(s) will result in disciplinary action, up to and including immediate termination.

I have read this Warning Notice, understand it and acknowledge receipt.

Employee Signature:		Date:	
Supervisor's Signature:		Date:	
Witness Signature:		Date:	