**Employee Warning Notice**

**Employee Name: Date:**

**Employee/ Payroll#: Department: Shift:**

**Type of Violation:** (Please Check One)

|  |  |  |
| --- | --- | --- |
| * Attendance
 | * Carelessness
 | * Insubordination
 |
| * Tardiness or Early Quit
 | * Failure to Follow Instructions
 | * Violation of Safety Rules
 |
| * Rudeness
 | * Willful damage to Equipment
 | * Working on Personal Matters
 |
| * Unsatisfactory Work
 | * Violation of Company Policies
 | * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

**Previous Warnings:**

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

|  |  |
| --- | --- |
| **Employer’s Statement** | **Employee’s Statement** |
| Date of Incident:Time: \_\_\_:\_\_\_ \_\_AM \_\_PM**Details of Incident:** | * **I agree with Employers Statement**
* **I disagree with Employer’s Statement for the following reasons:**
 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| * Warning
 | * Suspension
 |
| * Probation
 | * Dismissal
 |
| * Other\_\_\_\_\_\_\_\_
 |  |

**Action to be Taken:**

**I have read this Employee Warning Notice and understand it.**

Date

Employee Signature

Date

Supervisor Signature