**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