**Employee Warning Notice**

**Date of Warning:**

**Employee Name:**

**Department:**

**Type of Violation**

Attendance  Failure to Follow Instructions

Lateness/Early out  Violation of Company Policies/Procedures

Rudeness to Employees/Customer  Insubordination

Unsatisfactory Work Quality  Working on Personal Matters

Other

**Date of Incident: Date(s)**

**Statement of Violation**

Clearly explain the violation you are discussing with the employee.

**How the Violation affects the Department, Employees, and the Company**

Explain what hardships the violations has put on the other staff and the business.

**Action to Be Taken**

Verbal Warning  Written Warning  Probation

Suspension  Termination

**What is Expected in the Future**

Explain your expectations of the employee here.

Any future violations of company policy will result in further disciplinary action which could include termination.

**Employees Statement**

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Employee Signature Date

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

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Employee Signature Date

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Supervisor/Manager Signature Date

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Witness Signature (if applicable) Date