Employee warning notice

Employee name _____________________________________________

Type of violation

☑ Attendance
☑ Lateness/leaving early
☑ Rudeness to employees/customers
☑ Unsatisfactory work quality or procedures
☑ Carelessness
☑ Failure to follow instructions
☑ Violation of company policies
☑ Insubordination
☑ Violation of safety rules
☑ Working on personal matters
☑ Other: ___________________

Previous warnings (Please note the date.)

Oral Written Delivered by whom?

1st warning ___________________ ___________________ ___________________
2nd warning ___________________ ___________________ ___________________
3rd warning ___________________ ___________________ ___________________

Employer statement

Employee statement

Date of incident _________ Time _________

☑ I agree with my employer’s statement
☑ I disagree with my employer’s description of the violation.
The reasons are ____________________________________

Action to be taken:

☑ Warning ☐ Probation ☐ Suspension ☐ Dismissal
☐ Other

Corrective action to be taken:

Consequences should incident occur again:

I have read this Employee Warning Notice and understand it.

Signature of employee___________________________________________________ Date: _______________________

Signature of supervisor who issued warning ________________________________ Date: _______________________