

Employee Warning Notice

Employee Name _____ Date of Warning ____/____/____/____

Type of Violation

Attendance _____ Failure to Follow Instructions _____ Violation of Safety Rules _____
Rudeness to Customers _____ Willful Damage to Equipment _____ Working on Personal Matters _____
Unsatisfactory Work Quality _____ Violation of Company Policies _____ Other _____

Previous Warning

	<u>Date</u>	<u>By Whom</u>
1st Warning	_____	_____
2nd Warning	_____	_____
3rd Warning	_____	_____

Employer Statement

Date of Incident ____/____/____ Time __:__ am / pm

Employee Statement

I Agree with employer's statement
I Disagree with employer's discription of violations

The Reasons are:

Employee Signature _____ Date ____/____/____

Action to be taken:

Warning: _____ Probation: _____ Suspension: _____ Dismissal: _____ Other: _____

Consequence should incident occur again: _____

I have read this Employee Warning Notice and understand it.

Signature of Employee _____ Date ____/____/____

Signature of Supervisor _____ Date ____/____/____