

Employee Warning Notice



Employee Information

Company Name: _____ Date: _____

Employee Name: _____ Job Title: _____

Manager: _____ Department: _____

First Warning Second Warning Final Warning

Tardiness/Leaving Early Absenteeism Violation of Company Policies Rudeness to Customers Coworkers

Violation of Safety Rules Substandard Work Other: _____

Details

Description of Infraction:

Plan for Improvement:

Consequences of Further Infractions:

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Witness Signature: _____ Date: _____

(if employee understands warning but refuses to sign)