



6713 Netherlands Drive  
Wilmington, NC 28405

Phone: (910) 452-7900  
Fax: (910) 452-7913

**EMPLOYEE WARNING NOTICE**

Employee Name \_\_\_\_\_ Date of Notice \_\_\_\_/\_\_\_\_/\_\_\_\_  
Identification# \_\_\_\_\_ Department \_\_\_\_\_ Date of Hire \_\_\_\_/\_\_\_\_/\_\_\_\_

**TYPE OF VIOLATION**

- |                            |  |                            |
|----------------------------|--|----------------------------|
| Attendance                 | Willful Damage to Company Property       | Falsification of Documents |
| Tardy / Early Quit         | Violation of Company Policies/Procedures | Other: _____               |
| Inappropriate Behavior     | Insubordination                          | Other: _____               |
| Unsatisfactory Performance | Negligence/Carelessness                  | Other: _____               |

**DESCRIPTION OF VIOLATION**

Date of Incident \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYEE STATEMENT**

I agree with Employer's statement.  
I disagree with Employer's description of violation for these reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTIONS TO BE TAKEN**

Warning    Probation    Suspension    Discharge    Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

_____	_____	____/____/____
Employee's Name (Print)	Signature of Employee	Date
_____	_____	____/____/____
Supervisor/Manager who issued warning (Print)	Signature of Supervisor/Manager	Date

**ROUTING**

Human Resources: \_\_\_\_\_  
\_\_\_\_\_