



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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>I have read and understand this Employee Warning Notice.</b>		
_____ Employee's Name (Print)	_____ Signature of Employee	____/____/____ Date
_____ Supervisor/Manager who issued warning (Print)	_____ Signature of Supervisor/Manager	____/____/____ Date

### ROUTING

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