



6713 Netherlands Drive
Wilmington, NC 28405

Phone: (910) 452-7900
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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: _____
