



6713 Netherlands Drive
Wilmington, NC 28405

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Rev 10-20

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: _____