



## EMPLOYEE WARNING NOTICE

Employee Name _____	Date of Notice ____/____/____
Identification # _____	Department _____
_____	Date of Hire ____/____/____

### TYPE OF VIOLATION

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

### DESCRIPTION OF VIOLATION

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

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 \_\_\_\_\_

\_\_\_\_\_