**Employee Warning Notice**

***EMPLOYEE INFORMATION***

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Of Notice: \_\_\_\_\_\_\_\_\_\_\_\_

Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***TYPE OF WARNING***

First Verbal Warning  First Written Warning  Second Written Warning  Final Warning

***TYPE OF INCIDENT***

Tardiness/Leaving Early  Absenteeism  Violation of Company Policy/Procedures

Unsatisfactory Performance  Safety violation  Rudeness to Recipient/Coworker

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***DETAIL DESCRIPTION***

**Date of Incident: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Time of Incident: \_\_\_\_\_:\_\_\_\_\_ am or pm *(circle one)***

**Description of the Incident: *(use back of page if necessary)***

**Plan for Improvement:**

**Consequence if Further Incident:**

Corrective Action Plan  Suspension \_\_\_\_\_with or \_\_\_\_\_without Pay  Termination

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Acknowledgment of Receipt of Warnings

By signing this form, you confirm that you understand and agree with the employer statement and the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement.

|  |  |
| --- | --- |
| Employee Signature | Date |
| Supervisor Signature | Date |
| Witness Signature (if employee understands warning but refuses to sign) | Date |

I disagree with employer description of this incident/violation for reasons stated on the back of this warning notice.