

# EMPLOYEE WARNING NOTICE

Company \_\_\_\_\_

Employee Name \_\_\_\_\_ Employee ID# \_\_\_\_\_

- FIRST WARNING**
- SECOND WARNING**      PRIOR WARNING DATE \_\_\_\_/\_\_\_\_/\_\_\_\_
- THIRD WARNING**      PRIOR WARNING DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE OF WARNING	DATE OF VIOLATION	TIME OF VIOLATION
/ /	/ /	: <input type="checkbox"/> AM <input type="checkbox"/> PM

## VIOLATION

- Intoxication or drugs
- Substandard work
- Disobedience
- Clocking out ahead of time
- Wrongful conduct
- Tardiness
- Clocking wrong time card
- Carelessness
- Absenteeism
- Other: \_\_\_\_\_

Additional violation remarks \_\_\_\_\_

Specific changes in performance and/or behavior required of employee \_\_\_\_\_

Employee comments \_\_\_\_\_

I understand similar violation of company policy will be cause for further discipline up to and including termination.

Employee Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**OBTAIN A WITNESS SIGNATURE AND DOCUMENT IF EMPLOYEE DECLINES TO COMMENT OR SIGN.**

Supervisor signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Next level of supervisor or witness signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_