



### Employee Warning Notice

#### Employee Information

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee ID: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Manager: \_\_\_\_\_ Department: \_\_\_\_\_

#### Type of Warning

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

#### Type of Offense

Tardiness/Leaving Early     Absenteeism     Violation of Company Policies  
 Substandard Work     Violation of Safety Rules     Rudeness to Customers/Coworkers  
 Other: \_\_\_\_\_

#### Details

Description of Infraction: \_\_\_\_\_

Plan for Improvement: \_\_\_\_\_

Did employee offer any explanation for their conduct? If so, what was it? \_\_\_\_\_

Consequences of Further Infractions: \_\_\_\_\_

#### Acknowledgement of Receipt of Warning

*By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.*

\_\_\_\_\_  
*Employee Signature* *Date*

\_\_\_\_\_  
*Manager Signature* *Date*

\_\_\_\_\_  
*Witness Signature (if employee understands warning but refuses to sign)* *Date*

**Employee Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_