

Employee Written Warning Notice

Employee Information

Employee Name: _____	Date: _____
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Type of Warning

<input type="checkbox"/> First Warning (Verbal Warning Date: _____)	<input type="checkbox"/> Second Warning (First Warning Date: _____)
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Type of Offense

<input type="checkbox"/> Tardiness/Leaving Early <input type="checkbox"/> Attendance <input type="checkbox"/> Violation of Company Policies <input type="checkbox"/> Work Quality <input type="checkbox"/> Violation of Safety Rules <input type="checkbox"/> Disobedience <input type="checkbox"/> Other: _____	Violation Date: _____ Violation Time: (a.m. / p.m.): _____ Place Violation Occurred: _____
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Specific rule violation or performance problem:

Specific change in the employee's performance or behavior that is expected and timeline for change::

Consequences of Further Infractions:

Employee's comments:

Supervisor's comments:

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

<i>Employee Signature</i>	<i>Date</i>

Employee was asked to sign this written warning on _____ but refused to sign.

<i>Supervisor Signature</i>	<i>Date</i>

This written warning does not alter the at-will employment relationship