

**(COMPANY NAME)**

**EMPLOYEE WARNING NOTICE**

PLEASE PRINT

Employee Name: \_\_\_\_\_

Date of Warning: \_\_\_\_\_

Job Name: \_\_\_\_\_

<b>TYPE OF VIOLATION</b>

<b>PREVIOUS WARNINGS</b> (Call Human Resources for previous warnings)			
	<b>WRITTEN</b>	<b>DATE</b>	<b>BY WHOM</b>
1st Warning			
2nd Warning			
3rd Warning			

<b>EMPLOYER STATEMENT</b> (attach extra page if necessary) Date of Incident ___ / ___ / ___ Time ___ : ___ am/pm
_____
_____
_____
_____

<b>EMPLOYEE STATEMENT</b> (attach extra page if necessary)
<input type="checkbox"/> I agree with Employer's statement <input type="checkbox"/> I disagree with Employer's description of violation for these reasons:
_____
_____
_____
_____
_____
Employee Signature _____
_____ / ___ / ___ Date

**ACTION TO BE TAKEN**    Warning    Probation    Suspension    Dismissal    Other

Signature of Supervisor issuing warning \_\_\_\_\_

White (HR Dept.), Pink (Employee), Yellow (Supervisor)