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# EMPLOYEE WARNING NOTICE

| EMPLOYEE | JOB TITLE / DEPARTMENT | SUPERVISOR | DATE |
|---|---|---|---|
| | | | |

## LEVEL

- ❑ Documented verbal warning
- ❑ First written warning
- ❑ Second written warning
- ❑ Final written warning

## TYPE OF ISSUE

- ❑ Attendance / punctuality
- ❑ Work quality
- ❑ Productivity
- ❑ Policy violation
- ❑ Conduct / behavior
- ❑ Safety
- ❑ Customer service
- ❑ Other

**WHAT HAPPENED (FACTS, DATES, TIMES, WHO WAS INVOLVED)**

**EARLIER DISCUSSIONS OR WARNINGS ON THIS ISSUE**

**IMPROVEMENT REQUIRED, AND BY WHEN**

**CONSEQUENCES IF THE ISSUE CONTINUES**

**EMPLOYEE COMMENTS**

Signing confirms the employee received this notice, not that they agree with it.

| Employee | Supervisor | Witness / HR |
|---|---|---|