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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