Employee Warning Notice

Employee Information					
• •			Date:		
Employee ID:			Job Title:		
Manager:			Department:		
	First Warning		of Warning		Final Warning
	First Warning	Second Warn	iing		Final Warning
Type of Offense					
	Tardiness/Leaving Early	Absenteeism			Violation of Company Policies
	Substandard Work	☐ Violation of S	afety Rules		Rudeness to Customers/Coworkers
	Other:				
Details					
Description of Infraction:					
Plan for Improvement:					
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.					
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Employee	e Signature				Date
Manager S	Signature				Date
Witness Signature (if employee understands warning but refuses to sign)					Date