

EMPLOYEE WARNING NOTICE



Employee Name: _____ Date: _____

Date of Violation: _____ Time: _____ Location: _____

Date of Warning: _____ 1st: _____ 2nd: _____ 3rd: _____

Type of Violation: Insubordination _____ Safety _____

Rule/Policy _____ Carelessness _____ Attendance _____

Attitude _____ Other _____

Explain in Detail: _____

Impact: _____

Action: _____

Employee Comments: _____

Note: Similar incidents of this nature may result in further disciplinary action up to and including termination.

Employee Signature: _____ Date: _____

Warned by: _____ Title: _____

Approved by: _____ Date: _____