

# Employee Warning Notice (Form)

Employee Name: \_\_\_\_\_ Date of Warning: \_\_\_\_\_

Division: \_\_\_\_\_ Location: \_\_\_\_\_

Type of Violation(s): \_\_\_\_\_

## Previous Written Warnings

	Type of Violation	Date
1 <sup>st</sup> Warning		
2 <sup>nd</sup> Warning		
3 <sup>rd</sup> Warning		

## Employers Statement

Date of Incident: \_\_\_\_\_

## Employee Statement

I Agree with Employers Statement

I Disagree with Employers Statement for this reason

## Action to be taken

Warning

Suspension

Employers Suggested Correction/Improvement Plan

Consequence should issue occur again

I have read this warning notice and understand it

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Of Supervisor Issuing Warning

\_\_\_\_\_  
Date

