

Employee Warning Notice

First Name: _____ Last Name: _____ Employment Date _____

Warning Date _____ Date Submitted _____

VIOLATIONS (*Circle one or more of the following*)

PERSONAL WORK
CARELESSNESS
SAFETY

ATTENDANCE
CONDUCT
TARDINESS

UNAUTHORIZED ABSENCE
REFUSAL TO WORK OVERTIME
WILLFUL DAMAGE TO COMPANY PROPERTY

WORK QUALITY
INSUBORDINATION

OTHER: _____

PREVIOUS WARNINGS (*Date/Violation/Oral/Written*) _____

COMPANY STATEMENT _____

EMPLOYEE STATEMENT

- I agree with Company Statement
 I disagree with Company Statement

REASONS _____

ACTION TAKEN _____

I have read this Warning Notice and understand it.

Employee Signature / Date

Supervisor Signature / Date

This form was refused by Employee