



## Employee Warning Notice

### Employee Information

Client Company: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Manager: \_\_\_\_\_ Department: \_\_\_\_\_

### Type of Warning

First Warning       Second Warning       Final Warning

### Type of Offense

Tardiness/Leaving Early       Absenteeism       Violation of Company Policies  
 Substandard Work       Violation of Safety 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.*

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

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Manager Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness Signature (if employee understands warning but refuses to sign)*

\_\_\_\_\_  
*Date*