

EMPLOYEE WARNING NOTICE FORM

Employee Name:

Date:

Manager Name:

☐ First Warning ☐ Second Warning ☐ Other

☐ Previous discipline meeting was held on:

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | | |
|---|--|--|
| ☐ Tardiness | ☐ Insubordination | ☐ Failure to follow procedure |
| ☐ Damaged equipment | ☐ Rudeness | ☐ Failure to meet performance standards |
| ☐ Refusal to work overtime | ☐ Fighting | ☐ Other |
| ☐ Absenteeism | ☐ Language | |
| ☐ Policy violation | | |

Details of unsatisfactory behavior/actions:

2. The following immediate and sustained corrective action must be taken by the employee. Failure to do so will result in further disciplinary action up to and including termination.

3. Deadline:

4. Follow-up meeting will be held on:

Employee Signature:

Date:

Note: Your signature on this form means that we have discussed the situation. It doesn't necessarily mean you agree that the infraction occurred.

Manager's Signature:

Date:

cc: Employee
Manager
Human Resources
Personnel File

Note: This document is for informational purposes only and may not be appropriate for your situation. Please consult an attorney for all legal matters.