



## Employee Warning Notice

### Employee Information

Employee Name:

Date:

Department:

Date of Hire:

Position:

Team Leader:

### Corrective Action Steps

Verbal Warning     Written Warning     Probation     Discharge

### Type of Violation

Unsatisfactory Performance     Willful Damage to Company Property     Attendance  
 Inappropriate Behavior     Violation of Company Policies/Procedures     Gross Misconduct  
 Tardy/Early Quit     Insubordination     Other

### Details

*Attach Supporting Documentation*

Date of Incident:

Description:

Describe expectations for improvement:

### Next Corrective Action Step

Warning     Probation     Suspension     Discharge     Other

### Employee Statement

I agree with Employer's statement.  
 I disagree with Employer's description of violation for these reasons:

### 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 team leader 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*

*Routing: Original – Central Team Leader – HR, Terri Taylor; Copy – to Team Member and Team Leader*

*Team Leader should contact HR PRIOR to issuing Employee Warning for HR's review and approval of warning notice and supporting documentation.*