



Employee Information

Employee Name:

Date:

Job Title:

Department:

Manager:

Type of Warning

Verbal Warning

Written Warning

Suspension

Final

Type of Offense

Tardiness/Leaving Early

Absenteeism

Violation of Company Policies

Substandard Work

Insubordination

Rudeness to Customers/Co-workers

Other:

Details

Please describe in detail with examples including a plan for improvement and consequences for 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 (signing indicates that you understand what is being said)

Date

Manager Signature

Date

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

Date