

EMPLOYEE WARNING RECORD

EMPLOYEE'S NAME _____ DEPT _____
Last First

WARNING

TIME OF WARNING _____ NATURE () Quality of work () Employee Conduct
 OF () Quantity of work () Disregarding Policy
 DATE OF WARNING _____ VIOLATION () Attendance () Other

COMPANY REMARKS

Previously Warned/Talked to	Type	1st Warning	2nd Warning	3rd Warning
Yes () ()	Oral ()			
No () ()	Written ()			

EMPLOYEE'S REMARKS RE: VIOLATION

ACTION TO BE TAKEN

<p>I HAVE READ THIS WARNING AND UNDERSTAND THE REPORT AS STATED, AND HAVE BEEN GIVEN AN OPPORTUNITY TO RESPOND.</p> <p>_____ Employee Signature</p> <p>_____ Date</p>	<p>SIGNATURE OF PERSON _____ WHO PREPARED WARNING Signature</p> <hr/> <p>Title Date</p> <hr/> <p>Supervisor's Signature Date</p>
---	---

Distribution of Copies

() Employee () HR Department () Supervisor () Managers