

Client Name: \_\_\_\_\_

Dept. / Division: \_\_\_\_\_

## Employee Warning Notice

*Confidential*

Employee Name: \_\_\_\_\_

Warning Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

### Violation(s)

- |   |   |
|---|---|
| <input type="checkbox"/> Attendance                     | <input type="checkbox"/> Personal Work                      |
| <input type="checkbox"/> Breach of Company Policy       | <input type="checkbox"/> Safety                             |
| <input type="checkbox"/> Carelessness                   | <input type="checkbox"/> Tardiness                          |
| <input type="checkbox"/> Conduct                        | <input type="checkbox"/> Unauthorized Absence               |
| <input type="checkbox"/> Creating a Disturbance         | <input type="checkbox"/> Work Quality / Accuracy            |
| <input type="checkbox"/> Failure to Follow Instructions | <input type="checkbox"/> Work Quantity / Output             |
| <input type="checkbox"/> Insubordination                | <input type="checkbox"/> Willful Damage to Company Property |
| <input type="checkbox"/> Performance                    | <input type="checkbox"/> Other _____                        |

### Description of Violation(s):

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**Further misconduct or violation(s) will result in disciplinary action, up to and including immediate termination.**

**I have read this Warning Notice and understand it.**

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_