



Employee Warning Report

Client Name: _____ Date of Warning: _____

Employee Name: _____ Date of Violation: _____

Type of Violation: ☐ Attendance ☐ Carelessness ☐ Disobedience ☐ Safety
☐ Tardiness ☐ Work Quality ☐ Other _____

Company Statement

Employee Statement

Please Check Proper Box: ☐ I concur with the Company's Statement
☐ I disagree with the Company's Statement for the following reasons:

I have entered my statement of the above matter.

Employee Signature: _____ Date: _____

Warning Decision

Corrective Action Required of Employee

Please List Previous Warnings:
(When Warned and by Whom)

I have read this "Warning Decision" and understand it.

Previous Warning _____ Employee Signature _____ Date _____

Previous Warning _____

Previous Warning _____ Supervisor Signature _____ Date _____
