

Employee Warning Form

Employee Name: _____

Date: _____

Position: _____

Location: _____

Employee Status: ☐ Full Time ☐ Part Time ☐ Probationary employee

Purpose: A warning provides a formal opportunity for a supervisor to help an employee understand where improved performance is expected, and to provide a written record of each counseling session:

☐ Counseling Session ☐ Verbal Warning ☐ Written Warning ☐ Final Written Warning

There is no requirement that all steps in the discipline progression must be followed as the company has discretion to decide on the penalty depending on the nature of the offense.

PROBLEM AREA (Note below specific problems - issues, occurrences, dates, times, etc.):

- | | |
|---|---|
| <input type="checkbox"/> Violation of company policy | <input type="checkbox"/> Poor work and performance |
| <input type="checkbox"/> Insubordination | <input type="checkbox"/> Safety violation |
| <input type="checkbox"/> Absenteeism or Tardiness | <input type="checkbox"/> Damage to company property |
| <input type="checkbox"/> Misconduct | <input type="checkbox"/> Physical or verbal assault or fighting |
| <input type="checkbox"/> Alcohol or drug policy violation | <input type="checkbox"/> Failure to complete work assignment |
| <input type="checkbox"/> Other (note specific problem below): _____ | |

IMPROVEMENT REQUIRED: Was employee told about how to correct the situation? ☐ Yes ☐ No

EMPLOYEE COMMENTS:

Failure to correct the above violation(s), or further violations of company policies and procedures, will result in further disciplinary action up to and including termination.

Manager Signature: _____ Date: _____

My signature acknowledges that I have received this warning form:

Employee Signature: _____ Date: _____

To be placed in Employee Personnel File