



Employee Write-up Form

Employee Information

Employee Name

Date

Location

Job Title

Manager Name

Type of Warning

☐ Verbal Warning ☐ First Warning ☐ Second Warning ☐ Final Warning

Type of Offense

☐ Tardiness/ Leaving Early ☐ Absenteeism ☐ Violation of Company Policies
☐ Substandard Work ☐ Violation of Safety Rules
☐ Other: _____

Description of Infraction:

Plan for Improvement

Consequences of Further Infractions:

Acknowledgment of Receipt of Write-up

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.

Employee Signature:

Date:

Manager Signature:

Date:

Witness Signature:

Date: