

Employee Warning Notice Sample

Employee Details:

- Employee Name: _____
- Employee ID: _____
- Department: _____
- Supervisor: _____

Warning Issued Date: _____

Infraction Details:

- Date: _____
- Time: _____
- Location: _____
- Description: _____
 - _____
 - _____

Previous Warnings: _____

Corrective Action Required:

- _____
- _____

Improvement Plan:

- _____
- _____

Employee's Statement:

- _____

- _____

Acknowledgment:

I acknowledge receipt of this warning and understand the expectations.

- Employee Signature: _____
- Date: _____
- Supervisor Signature: _____
- Date: _____

HR Approval:

- HR Manager Signature: _____
- Date: _____