

Employee Warning Notice Template

Employee Information:

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

Date of Warning: _____

Nature of Warning:

- Verbal
- Written
- Final

Description of Infraction:

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

Company Policy Violated: _____

Previous Warnings (if any):

- _____

- _____

Required Corrective Actions:

- _____
- _____

Employee's Comments:

- _____
- _____

Signatures:

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

HR Manager Signature: _____

- **Date:** _____