

Employee Warning Form

Employee's Name: _____ Date: _____

Manager/Supervisor's Name: _____

If previous discipline meeting occurred, enter date: _____

Reasons for Warning:

Absenteeism Failure to follow procedure Rudeness
 Tardiness Failure to meet performance Refusal to work overtime
 Policy violation Fighting Language
 Other _____

Details of actions that warranted this warning:

The following immediate and sustained corrective action must be taken by the employee.

Failure to do so will result in further disciplinary action up to and including termination:

Note: Your signature on this form means that we have discussed the situation. It doesn't necessarily mean you agree that the infraction occurred.

Employee's Signature Print Name Date

Supervisor's Signature Print Name Date

