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**Add logo here

Employee Warning Notice**

**EMPLOYEE INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee name:** |  |  | **Date:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee ID:** |  |  | **Job title:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Manager:** |  |  | **Department:** |  |

**TYPE OF WARNING**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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|  |  |  |
| --- | --- | --- |
| [ ]  First Warning | [ ]  Second Warning | [ ]  Final Warning |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TYPE OFFENSES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| [ ]  Tardiness/Leaving Early[ ]  Substandard Work | [ ]  Absenteeism[ ]  Violation of Safety Rules | [ ]  Violation of Company Policies[ ]  Rudeness to Customers/Coworkers | [ ]  Violation of Company Policies | [ ]  Violation of Company Policies | [ ]  Violation of Company Policies | [ ]  Violation of Company Policies |
| [ ]  Other: |            |

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| **DETAILS** |

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| --- |
| **Description of infraction:**           **Plan for improvement:**            |
| Consequences of further infractions:           |

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| --- |
| **ACKNOWLEDGEMENT OF RECEIPT OF WARNINGS** |

By signing this form, the employee confirms they understand the information in this warning. The employee also confirms that the warning and a plan for improvement have been discussed with management. Signing this form does not necessarily indicate that the employee agrees with this warning.

|  |  |
| --- | --- |
|  |  |
| **Employee signature** | **Date** |
|  |  |
| **Manager signature** | **Date** |
|  |  |
| **Witness signature *(if employee understands the warning but refuses to sign)*** | **Date** |

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