

EMPLOYEE WARNING NOTICE

EMPLOYEE INFO

Full Name:	Enter employee's name	Employee ID:	Employee ID
Job Title:	Enter the job title	Date:	Enter a date
Department:	Enter the name of department	Supervisor:	Enter supervisor name

CATEGORY OF WARNING

☐	Informal Verbal Warning	☐	Secondary Written Warning
☐	Initial Written Warning	☐	Final Written Warning

NATURE OF INFRACTION

☐	Absence Without Authorization	☐	Conduct-Related Issue
☐	Breach of Organizational Policies	☐	Noncompliance with Safety Standards
☐	Tardiness / Premature Departure	☐	Substandard Work Output
☐	Intentional Damage to Company Assets	☐	Defiance of Authority
☐	Inadequate Job Performance	☐	Harassment or Discrimination
☐	Other: Describe the nature of infraction		

DETAILED ACCOUNT OF INCIDENT

Add here detailed account of incident

MEASURE IMPLEMENTED

☐	Warning	☐	Suspension
☐	Probationary Period	☐	Termination of Employment
☐	Other: Describe the implented measure		

Employee Acknowledgement:		Supervisor Confirmation:	
Date: Enter a date		Date: Enter a date	