

Employee Warning Report

Employees Name: _____

Date ___/___/___

Previous Employee Violations:

1st Oral Violation: Issued on ___/___/___ by _____ for: _____

2nd Oral Violation: Issued on ___/___/___ by _____ for: _____

3rd Oral Violation: Issued on ___/___/___ by _____ for: _____

1st Written Violation: Issued on ___/___/___ by _____ for: _____

2nd Written Violation: Issued on ___/___/___ by _____ for: _____

3rd Written Violation: Issued on ___/___/___ by _____ for: _____

Date of this violation ___/___/___ **Time** _____ am/pm **Witnesses:** _____

Nature of Violation: Substandard Work Conduct Disobedience
 Carelessness Tardiness Other

Company Remarks: _____

Employees Comments on this warning: Absence of any statement on the part of the employee indicates his/her agreement with the report as stated. _____

I have entered my version of the matter above. **Employee Signature:** _____ **Date:** ___/___/___

Action to be taken on future violations: _____

I have read this "Warning" and understand it. _____ / ___ / ___

Employees Signature

Date

Approved by: _____ / ___ / ___

Name

Title

Date

Signature of person preparing warning

Supervisor's Signature