Employee warning notice

Employee name: _____

Job title and department: _____

Manager: _____

Date of notice: _____

Type of warning

☐ Verbal warning (documented) ☐ First written warning ☐ Second written warning ☐ Final written warning

Reason

☐ Attendance or tardiness ☐ Performance ☐ Conduct ☐ Safety ☐ Policy violation ☐ Other

Date(s) of the issue: _____

What happened (facts only): _____

(continued): _____

Policy or standard involved: _____

Earlier warnings on this issue (dates): _____

Expected improvement

What must change: _____

By when: _____

Support offered (training, schedule, check-ins):

_____

Next step if the issue continues: _____

By signing, I confirm that I received this warning and that it was discussed with me. My signature does not mean I agree. I may add a written response, which will be kept with this notice.

_____ _____

Employee signature Date

_____ _____

Manager signature Date

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