Warning acknowledgment and employee response

Employee name: _____

Date of warning: _____

Warning given by: _____

Type of warning: _____

Acknowledgment

I received a copy of the warning dated above. My signature confirms that I received it, not that I agree with it.

_____ _____

Employee signature Date

My response (optional)

☐ I agree with the warning ☐ I partly agree ☐ I disagree

My explanation: _____

(continued): _____

(continued): _____

(continued): _____

Facts, documents or witnesses I want considered:

_____

(continued): _____

For the manager or HR

Date response received: _____

Reviewed by: _____

Action taken: _____

_____ _____

Manager or HR signature Date