
Employee Warning Notice



Employee Name: _____ Employee Number: _____
Department: _____ Date: _____
Position: _____

1. Explanation of current problem or violation, including specific dates and examples (attach any additional documentation):

2. Explanation of why this is a problem for the company or department:

3. List previous warnings and corrective action:

Type(s) of Previous Action: _____

Nature and Circumstances: _____

If it was not about the same problem, what was it about? _____

Additional Comments: _____

Date of the Previous Action(s): _____

Additional Comments: _____

4. List the specific changes in performance or behavior that must occur and the timeframe for improvement:

Action 1: _____

Review Date: _____

Action 2: _____

Review Date: _____

Action 3: _____

Review Date: _____

5. Employee Comments:

6. Supervisor Comments:

7. Specific Action(s) Taken:

Date for Follow-up Review: _____

I have read this "Warning Notice" and understand it. I acknowledge that a copy of the above written warning has been given to me this day and realize that a copy will also be placed in my personnel file. Failure to correct this problem and any other performance problems may result in further disciplinary action up to and including termination. I FURTHER UNDERSTAND THAT EMPLOYMENT IS AT WILL. EMPLOYMENT MAY BE TERMINATED AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT NOTICE, AND WITH OR WITHOUT CAUSE.

*Employee Signature: _____ Date: _____
 Human Resources Signature: _____ Date: _____
 Other Persons Present: _____ Date: _____

*Employee Signature indicates that the manager discussed the above matter with the employee but does not necessarily indicate the employee's agreement.

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