## Employee Warning Notice

**Employee Name Date of Warning**

# Type of Violation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Attendance |  | Carelessness |  | Insubordination |  |
| Lateness/Early Quit |  | Failure to Follow Instructions |  | Violation of Safety Rules |  |
| Rudeness to Employees/Clients |  | Willful Damage to Material/Equipment |  | Working on Personal Matters |  |
| Unsatisfactory Work Quality |  | Violation of Practice Policies or Procedures |  | Other: |  |

### Previous Warnings

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ORAL | WRITTEN | DATE | BY WHOM |
| 1st Warning |  |  |  |  |
| 2nd Warning |  |  |  |  |
| 3rd Warning |  |  |  |  |

#### Employer Statement Employee Statement

Date of Incident Time I \_\_agree \_\_disagree with employer’s

description of violation

Description of incident:

The reasons are

Employee Signature Date

Action to be taken: ❑ Warning ❑ Probation ❑ Suspension ❑ Dismissal

❑ Other

Corrective Action to be taken:

Consequences should incident occur again:

*I have read this Employee Warning Notice and understand it.*

*Signature of Employee Date:*

*Signature of Supervisor Who Issued Warning Date:*