

# Employee Warning Notice Form

## Employee Information

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

First warning

Second warning

Third warning

Other

Previous discipline meeting was held on: \_\_\_\_\_

### 1. Your behavior/actions have been found unsatisfactory for the following reasons:

Lateness	Insubordination	Failure to follow procedures	Quality of work produced
Fighting	Damaged Equipment	Failure to meet quota	Refusal to work overtime
Language	Policy Violation	Quantity of work produced	Rudeness
Absenteeism			

### 2. The following corrective action must be taken by the employee:

### 3. Deadline:

### 4. Follow up meeting will be held on:

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** Your signature of this form confirms that we have discussed the situation. Your signature does not imply agreement.

Employer Name: \_\_\_\_\_

Employer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EMAIL TO HUMAN CAPITAL: [HR@human-capital.com](mailto:HR@human-capital.com)**