

## EMPLOYEE WARNING NOTICE

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

Date of Warning: \_\_\_/\_\_\_/\_\_\_

Department: \_\_\_\_\_

**TYPE OF VIOLATION:**

- Attendance
- Carelessness
- Insubordination
- Lateness/Tardiness

- Failure to Follow Instructions
- Violation of Safety Rules
- Rudeness to Residents/Employees
- Willful damage to Material or Equipment

- Working on Personal Matters on the job
- Unsatisfactory Work Quality
- Violation of Authority Policies/Procedures
- Other \_\_\_\_\_

Previous Warnings				
	Oral	Written	Date	By Whom
1 <sup>st</sup> Warning				
2 <sup>nd</sup> Warning				
3 <sup>rd</sup> Warning				

Employer Statement:  
 Date of Incident: \_\_\_\_\_  
 Time \_\_\_:\_\_\_am/pm

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- I agree with the Employer's statement
- I disagree with the Employer's description of the violation for these reasons.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACTION TO BE TAKEN:** \_\_\_ Warning \_\_\_ Probation \_\_\_ Suspension \_\_\_ Dismissal \_\_\_ Other

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