

SAMPLE EMPLOYEE WARNING NOTICE

Name: _____

Location: _____

THIS WARNING NOTICE IS BEING GIVEN FOR THE FOLLOWING REASONS:

Date of violation: _____ Time of violation: _____

Rule, policy or procedure violated:

Facts of violation:

This is the _____ written warning for this employee.

This warning resulted in suspension of _____ days.

Suspended from _____ to _____. Return to work:

Further violations of policies will result in disciplinary action up to and including immediate termination of employment.

EMPLOYEE STATEMENT:

_____ EMPLOYEE REFUSES TO RESPOND WITH COMMENT

Employee signature _____

Manager's signature _____

Date: _____