WRITTEN WARNING

Name: _____ **Employee Number:** _____

Position: _____ **Department:** _____

Hire Date *(Month/Day/Year)*: _____ **Today's Date** *(Month/Day/Year)*: _____

PERFORMANCE PROBLEM OR MISCONDUCT

Date of Violation: _____ **Location:** _____
Month/Day/Year

Violation of: ❒ Attendance ❒ Tardiness ❒ Company Policy and/or Procedure
❒ Job Performance ❒ Standards of Conduct

Explain Specific Nature of Violation: _____

_____

_____

_____

_____

_____

List Witnesses: _____

_____

_____

_____

_____

PRIOR RECORDS OF DISCIPLINARY WARNING

Has the employee received any prior warnings? ❒ Yes ❒ No

If yes, list below:

Date Issued: _____ ❒ Verbal ❒ Written **Violation of:** _____

Date Issued: _____ ❒ Verbal ❒ Written **Violation of:** _____

Date Issued: _____ ❒ Verbal ❒ Written **Violation of:** _____

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DISCIPLINARY ACTION TAKEN AND CORRECTIVE ACTION PLAN

❒ **Issued Warning**

❒ **Suspension Without Pay From** _____ **Through and Including** _____
Month/Day/Year *Month/Day/Year*

❒ **Demotion to** _____ **Effective Date:** _____
Position *Month/Day/Year*

❒ **Transfer to** _____ **Effective Date:** _____
Specify *Month/Day/Year*

❒ **Termination of Employment, Effective Date:** _____
Month/Day/Year

THE EMPLOYEE MUST ADDRESS AND CORRECT THE PROBLEM IMMEDIATELY AND ONGOING. EMPLOYEE IS ADVISED THAT ANY FURTHER VIOLATION OF SAME OR SIMILAR COMPANY POLICIES, PROCEDURES, RULES, OR CONTINUED PERFORMANCE ISSUES SHALL RESULT IN IMMEDIATE TERMINATION OF EMPLOYMENT.

I have read this warning and fully understand its contents. I have been provided a copy of this warning and have discussed it with my supervisor.

Employee Comments: _____

_____

_____

_____

_____

_____

_____

_____ _____
Employee's Signature **Date** (*Month/Day/Year*)

_____ _____
Supervisor's Signature **Date** (*Month/Day/Year*)

_____ _____
Witness's Signature **Date** (*Month/Day/Year*)

Distribution: Original to Employee Personnel File; Copy to Employee

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