

## Sample Employee Warning Notice

### Employee Information

Employee

Name:

Date:

Employee ID:

Job Title:

Manager:

Department:

### Type of Warning

First Warning

Second Warning

Final Warning

### Type of Offense

Tardiness/Leaving  
Early

Absenteeism

Violation of  
Company  
Policies

Substandard Work

Violation of Safety Rules

Rudeness to  
Customers/Co  
workers

Other: \_\_\_\_\_

### Details

Description of Infraction:

Plan for Improvement:

Consequences of Further Infractions:

### Acknowledgement of Receipt of Warning

*By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Manager Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness Signature (if employee understands warning but refuses to sign)*

\_\_\_\_\_  
*Date*