

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: _____ | <input type="checkbox"/> Verbal | <input type="checkbox"/> Written | Violation of: _____ |
| Date Issued: _____ | <input type="checkbox"/> Verbal | <input type="checkbox"/> Written | Violation of: _____ |
| Date Issued: _____ | <input type="checkbox"/> Verbal | <input type="checkbox"/> Written | Violation of: _____ |

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