| **Employee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Supervisor/ Manager Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- |
| **Employee ID**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date of Warning:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Job Title:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| **Reason For Warning** |
| --- |
| * Tardiness/ Absenteeism
 | * Failure To Follow Safe Work Practices
 |
| * Insubordination
 | * Poor Work Quality
 |
| * Theft of Company Property
 | * Damaged Equipment Caused by Misuse
 |
| * Time Theft
 | * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

The purpose of this written warning is to inform you of your violation of [Company Name]’s policy as shown in the table above. This warning aims to highlight the serious nature of violating company policies so that future incidents can be avoided.

| **Description of Violation** |
| --- |
|  |

| **Previous Warnings** |
| --- |
| 1. | 2. | 3. |

| **Disciplinary Action**  |
| --- |
|  |

| **Plan For Improvement** |
| --- |
|  |

By signing this form, you confirm that you have received and acknowledge this written warning. Should further warnings be issued, you may be subject to disciplinary action including suspension, probation, or termination as per [Company Name]’s policies.

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager/Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**