

Employee Warning Notice

Employee Name:

Job Title:

Department:

Date of Warning:

Supervisor/Manager:

Type of Warning

☐ Verbal Warning ☐ Written Warning ☐ Final Warning

Description of Infraction/Violation

Previous Warnings (if any)

Plan for Improvement / Corrective Action

Consequences if Behavior Continues

Employee Signature:

Supervisor/Manager Signature:

Date:

Date:
