



Please send a copy to IDEAL HR

Employee Warning Notice Form

Client Name: _____ **Date:** _____

Employee Name: _____ **Supervisor Name:** _____

- First Warning
- Second Warning
- Other _____

List Previous Discipline meeting(s) held:

Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|--|---|
| <input type="radio"/> Lateness | <input type="radio"/> Language |
| <input type="radio"/> Damaged Equipment | <input type="radio"/> Failure to follow procedure |
| <input type="radio"/> Refusal to work overtime | <input type="radio"/> Failure to meet quota |
| <input type="radio"/> Absenteeism | <input type="radio"/> Quantity of work produced |
| <input type="radio"/> Insubordination | <input type="radio"/> Quality of work produced |
| <input type="radio"/> Rudeness | <input type="radio"/> Policy Violation |
| <input type="radio"/> Fighting | <input type="radio"/> Other _____ |

Explain in Detail:

The following corrective action must be taken by the employee: _____

Date corrective action must be completed: _____

Follow-up meeting will be held on: _____

Employee Signature: _____ Date: _____

(Your signature on this form means that we have discussed the situation. It doesn't necessarily mean that you agree that the infraction occurred).

Supervisor Signature: _____ Date: _____

*If the employee would like to make a statement, he or she may do so by writing it on the back of this form.