**EMPLOYEE WARNING FORM**

**State of: [STATE]**

Date: [DATE]

Employee Name: [NAME]

Work Location: [LOCATION]

Employee ID: [ID NUMBER]

Supervisors Name: [NAME]

Reasons for Warning: [INSERT ALL THAT APPLY]

* [Absenteeism]
* [Failure to follow procedure]
* [Rudeness]
* [Tardiness]
* [Failure to meet performance]
* [Refusal to work overtime]
* [Policy Violation]
* [Fighting]
* [Bad language]
* [Other]

[INSERT DETAILS OF ACTIONS THAT WARRANTED THIS WARNING BELOW]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following immediate and sustained corrective actions must be taken by the employee. Failure to do so will result in further disciplinary action up to and including termination:

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| --- | --- | --- |
|  |  |  |
| **Employee Signature** |  | **Employee Full Name** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Supervisor Signature** |  | **Supervisor Full Name** |