

Employee Warning Notice

Employee name: _____ Date: _____

Position: _____ Department: _____

_____ First warning _____ Second warning _____ Third warning

Description of problem requiring improvement or correction (include specific dates & examples):

Specific changes in performance or behavior required and the time frame in which they must occur:

Date of follow-up review/evaluation of problem and correction : ____

Failure of employee to correct problem may result in further disciplinary action up to and including termination of employment.

Employee comments: _____

Employee signature: _____ Date: _____

Supervisor comments: _____

Supervisor signature: _____ Date: _____

Next level of supervision or witness signature: _____