

Employee Warning Notice

Employee Name _____

Date: _____

Position: _____

Department: _____

First Warning

Second Warning

Third Warning

Description of problem requiring improvement or correction (include specific dates and 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 an employee to correct problem may result in further disciplinary action up to and including termination of employment.

Employee Comments:

Employee's signature: _____

Date: _____

Supervisor comments:

Supervisor signature: _____

Date: _____

Next level of Supervisor signature: _____

Date: _____