Disciplinary Warning

Employee Name ___________________________ Incident Date ___________________________
Employee ID # ___________________________ Warning Date ___________________________
Employee SS # ___________________________ Prior Warning Date ___________________________

Reason for Warning

Rules
[ ] Violation of Work Rules
[ ] Violation of Company Policy
[ ] Violation of Safety Rules
[ ] Other ______________________

Attendance
[ ] Excessive Absence
[ ] Excessive Tardiness or Leaving Early
[ ] Other ______________________

Type of Warning

[ ] Verbal Warning
[ ] First Written Warning
[ ] Second Written Warning
[ ] Final Written Warning

Supervisor Comments

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Employee Comments

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signatures

I understand similar violation of company policy will be cause for further discipline up to and including termination.

Employee ___________________________ Date ___________________________
Supervisor ___________________________ Date ___________________________
Manager ___________________________ Date ___________________________
Human Resources ___________________________ Date ___________________________

SOURCE: hrVillage.com