

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 _____