

EMPLOYEE WARNING REPORT

Employees receiving this warning report are hereby put on notice of a violation of our organization's rules and/or standards of employee conduct. Further violation(s) may result in further discipline including the possible termination of employment.

Employee: _____ Date: _____

ID #: _____ Department: _____

Copy Forwarded to: Employee Representative Employee Other

TYPE OF VIOLATION:

Attendance	Carelessness	Insubordination
Tardiness	Refusal to Work Overtime	Safety
Unauthorized Absence From Work Area	Willful Damage to Material/Equipment	Working on Personal Matters/Conflict of Interest
Work Quality	Fighting	Rule Violation
Drinking at Work	Unfit for Duty	Other

DESCRIPTION OF INCIDENT:

FURTHER INSTANCES OF THIS TYPE COULD LEAD TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

PREVIOUS WARNINGS:

DATE	ORAL	WRITTEN	OTHER	SUPERVISOR/MANAGER

EMPLOYEE EXPLANATION / RESPONSE:

ACTION / FOLLOW-UP:

Date

Employee Acknowledgement of Receipt

Date

Supervisor/Manager Signature