

Written Employee Warning for Behavior Issues

Employee Name:	Job Title:
Supervisor Name:	Date of Occurrence:
Date of Written Warning:	
First Warning ☐	Second Warning ☐ Final Warning ☐

The purpose of this Written Warning is to identify behavioral issues, discuss improvements, and provide corrective action necessary for continued employment with the company.

Reason for Written Warning *(Check all that apply)*

☐ Absence	☐ Early clock out without permission
☐ Dishonesty	☐ Harassment
☐ Substance abuse	☐ Horseplay
☐ Unauthorized computer use	☐ Tardiness
☐ Other	

Summary

(Describe in detail each violation listed above and its date of occurrence)

Violation Type	Description of Violation	Date of Occurrence

Prior Discussions

(Note any prior discussions leading up to this warning)

<i>Date</i>	<i>Discussion Details</i>	<i>Link to Supporting Documents</i>

Corrective Action

<i>Action</i>	<i>Due Date</i>

Failure to follow the above corrective action plan to improve behavior may result in further written warnings and/or permanent termination.

Employee Statement

(Employee rebuttal/statement to the above violations)

Employee Acknowledgement

My signature below indicates that I have read and received a copy of this document. My signature below does not indicate that I agree with the contents of this document.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor/HR Acknowledgement

Supervisor Signature: _____ Date:

HR Signature: _____ Date:

Copies to:
Employee
Personnel File