

# Employee Warning Notice

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

\_\_\_\_\_ First Warning      \_\_\_\_\_ Second Warning      \_\_\_\_\_ Third Warning

Description of problem requiring improvement or correction (include specific dates & examples):

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Specific changes in performance or behavior required and the time frame in which they must occur:

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Date of follow-up review/evaluation of problem and correction : \_\_\_\_\_

**Failure of employee to correct problem may result in further disciplinary action up to and including termination of employment.**

Employee comments: \_\_\_\_\_

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Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Document if employee declines to comment or sign and obtain witness signature.*

Supervisor comments: \_\_\_\_\_

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Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Next level of Supervision or witness Signature: \_\_\_\_\_