

Written Employee Warning for Behavior Issues

Employee Name:
Supervisor:
Date of Discussion:

Job Title:
Date of Occurrence:

First Warning

Second Warning

Final Warning

The purpose of this Written Warning is to discuss improvements in an employee's behavior, necessary for continued employment with Company. The intent of this Written Warning is to give the employee tools to take corrective action to improve their behavior.

Reason for Written Warning: check all that apply

Absence
Dishonesty
Smoking in
unauthorized areas

Unauthorized
computer use
Tardiness
Leaving work early
without permission

Harassment
Horseplay
Other:

Summary:

(Describe the boxes checked above, providing detail for each violation)

Prior Discussions:

(List dates and types of previous discussions or write ups related to this written warning)

Corrective Action:

(Describe in detail the corrective action required and the timeline for review)

Consequences of Failure to Improve:

(Describe the next steps if the behavior is not improved)

Employee Response:

(Provide the employee the opportunity to respond here or in other written format)

Supervisor Signature: _____

Date:

HR Signature: _____

Date:

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 Signature: _____ Date:

Copies to:
Employee
Personnel File