

Written Warning Notice

This form is used to document formal disciplinary action regarding performance or conduct issues. A copy of this notice will be placed in the employee's personnel file.

Employee Information

Employee Name: Date of Notice:
Job Title: Department:
Supervisor Name: Warning Level (First, Second, Final):

Details of Infraction

Date of Incident/Infraction:

Type of Infraction (e.g., Attendance, Performance, Conduct):

Detailed Description of the Incident/Performance Issue:

Corrective Action Plan & Expectations

Specific actions required by the employee to improve or correct the issue:

Timeline for improvement and consequences of failure to improve:

Acknowledgment & Signatures

By signing below, the employee acknowledges receipt of this written warning notice. Signature does not necessarily indicate agreement with the statements above.

Employee Signature: Date:
Supervisor Signature: Date:
Witness Signature (if applicable): Date: