



Employee Warning Notice

Employee Information

Employee Name: Date:
Employee ID: Job Title: Cabinet Builder
Manager: Rob Long Department:

Type of Warning

- First Warning, Second Warning, Final Warning

Type of Offenses

- Tardiness/Leaving Early, Absenteeism, Violation of Company Policies, Substandard Work, Violation of Safety Rules, Rudeness to Customers/Coworkers, Other:

Details

Description of Infraction:

\_\_\_\_\_ was \_\_\_\_\_ (Time) late to work on \_\_\_\_\_. The 7AM alarm is the tardy bell. If you are not clocked in and ready for our morning meeting when the bell goes off you are late.

Plan for Improvement:

Don't drink the night before work
Eat a healthy balanced diet
Develop an exercise plan
All these things will make it easier to get out of bed in the morning.

Consequences of Further Infractions:

Each time you are late you will lose both breaks for the day.

Acknowledgment of Receipt of Warnings

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature Date

Manager Signature Date

Witness Signature (if employee understands warning but refuses to sign) Date