



EMPLOYEE WARNING NOTICE FORM	
Employee Name:	Date:
Supervisor Name:	
<input type="checkbox"/> First Warning <input type="checkbox"/> Second Warning <input type="checkbox"/> Other	
<input type="checkbox"/> Previous discipline meeting was held on:	
1. Your behavior/actions have been found unsatisfactory for the following reasons:	
<input type="checkbox"/> Lateness <input type="checkbox"/> Insubordination <input type="checkbox"/> Failure to follow procedure <input type="checkbox"/> Damaged equipment <input type="checkbox"/> Rudeness <input type="checkbox"/> Failure to meet quota <input type="checkbox"/> Refusal to work overtime <input type="checkbox"/> Fighting <input type="checkbox"/> Quantity of work produced <input type="checkbox"/> Absenteeism <input type="checkbox"/> Language <input type="checkbox"/> Quality of work produced <input type="checkbox"/> Policy violation <input type="checkbox"/> Other:	
2. The following corrective action must be taken by the employee:	
3. Deadline:	
4. Follow-up meeting will be held on:	
Employee Signature:	Date:
<i>Note: Your signature on this form confirms that we have discussed the situation. Your signature does not imply agreement.</i>	
Supervisor's Signature:	Date:
cc: Employee Supervisor Human Resources Employee File	

For a free, 30-minute consultation on conducting a disciplinary coaching session, [click here](#).