|  |  |
| --- | --- |
| your logo here | Company Name |

## Employee Write Up

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | Date: |  |
| Employee ID: |  | Job Title: |  |
| Manager: |  | 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: |
|  |
| Plan for Improvement: |
|  |
| Consequences of Further Infractions: |
|  |

**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 |