|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **EMPLOYEE WARNING NOTICE** | | | |  |  |
| Employee Name: | |  |  |  |  |  | Date: |  |
| Position: |  | |  | Department: |  | |  |  |
| \_\_\_\_\_Verbal warning | | | \_\_\_\_ First warning \_\_\_\_ Second warning | | | |  | \_\_\_\_ Third warning |

Description of problem requiring improvement or correction (include specific dates & examples):

Specific changes in performance or behavior required and the time frame in which they must occur:

Date of follow-up review/evaluation of problem and correction :

**Failure of employee to correct problem may result in further disciplinary action up to and including termination of employment.**

Employee comments:

Employee signature: Date:

*Document if employee declines to comment or sign and obtain witness signature.*

Supervisor comments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Supervisor signature: |  | | Date: |  |
| Next level of supervision or witness signature: | |  |  |  |