Winston-Salem State University
Student Employee Letter of Disciplinary Warning

Date: _____

Students Name: _____

Date of Incident: _____

Supervisor: _____

Purpose of Warning:

_____ **Missed Shift, without calling supervisor in advance**

_____ **Leaving work early without permission or leaving the office for non-work related business during shift**

_____ **Having friends visit on the job-site**

_____ **Unexcused tardiness**

_____ **Excessive personal phone calls**

_____ **Other, Please explain:**

Additional Comments: _____

_____

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_____

_____

Students Comments: _____

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_____

_____

_____ _____

Supervisors Signature Date **Student Signature Date**