

Employee Warning Notice

Employee Name

Employee ID

Department

Date of Warning

Supervisor/Manager

Type of Violation

☐ Late Arrival

☐ Early Departure

☐ Unexcused Absence

☐ Other

Violation Details

Previous Warnings (if any)

Employee Comments

Corrective Action Required

Employee Signature

Date

Supervisor/Manager Signature

Date

By signing, the employee acknowledges receipt of this warning notice. Signing does not necessarily indicate agreement with its content.