

# Employee Warning Notice

## Confidentiality Policy Infraction

Employee Name:

---

Department:

---

Date of Warning:

---

Supervisor Name:

---

Position:

---

### Description of Infraction

### Date/Time and Details of Incident

### Confidentiality Policy Referenced

### Corrective Action Required

### Further Consequences If Incident Repeats

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

