

# Official Written Warning

## Substance Abuse Policy Violation

**Employee Name:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

This serves as an official written warning regarding your violation of the company's Substance Abuse Policy. Your conduct on the date of \_\_\_\_\_ was found to be in breach of the workplace standards as outlined in our Employee Handbook.

### Details of Incident:

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This violation is considered a serious matter. Please be advised that any further infraction of the Substance Abuse Policy may result in more severe disciplinary action, up to and including termination of employment.

You are expected to immediately cease any further violations of this policy and comply fully with all company standards. Support resources are available. If you require assistance, please contact Human Resources.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_