**EMPLOYEE WARNING NOTICE**

|  |  |
| --- | --- |
| Name | [Name] |
| Job Title | [Job Title] |
| Department | [Department Name] |
| Emp. No. | [Number] |

**Instructions:**

Complete this form when it is necessary to war an employee that their performance is unacceptable. Review the report with the employee. Give a copy of the report to the employee and retain the original in the employee's file for future reference.

You are hereby notified that your performance in the following area(s) is unsatisfactory at this time. We want you to remain employed at this firm, but failure to correct deficiencies may result in termination of employment

|  |  |  |
| --- | --- | --- |
| Punctuality | Job Knowledge | Production |
| Safety | Completeness | Attendance |
| Job Skills | Accuracy | Cooperation |
| Attitude | Leadership | Obedience |
| Conduct | [Other] | [Other] |
| You are on probation for [Day] days | | |
| You are not on probation at this time. | | |

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| **Explanation and further details** |
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| **Follow-up action needed** |
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| --- | --- |
| I acknowledge receipt of a copy of this warning and I | |
| Agree | Disagree with it and state: |
|  | |
|  | |
|  | |

|  |  |  |
| --- | --- | --- |
| [Employee Signature] |  | [Date] |
| **Employee Signature** |  | **Date** |

|  |  |
| --- | --- |
| Company Name | [Company Name] |
| Title | [Title] |
| Completed by | [Name] |

|  |
| --- |
| [Employee Signature] |
| **Employee Signature** |