**Employee Warning Notice**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | | |
| **Date Issued:** |  | **Department:** |  |

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Position/Title:** | Sales Associate | **Supervisor/Manager:** |  |

**Type of Warning**

|  |  |  |
| --- | --- | --- |
| ☐ Verbal Warning | ☐ Written Warning | ☐ Final Warning |

**Reason for Warning**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Attendance / Tardiness | ☐ Insubordination | ☐ Poor Performance | ☐ Violation of Company Policy |
| ☐ Misconduct / Unprofessional Behavior | ☐ Safety Violation | ☐ Other: |  |

**Description of Incident or Violation**

*(Provide detailed account of the issue, including date(s), location, and description of the behavior or action.)*

|  |
| --- |
|  |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Incident:** |  | **Location:** |  |

**Previous Warnings (if any)**

|  |  |  |
| --- | --- | --- |
| **Date** | **Type of Warning** | **Summary of Issue** |
| 03/05/2025 | Verbal | Late arrival on multiple occasions |
| 08/07/2025 | Written | Failure to meet monthly sales targets |

**Corrective Action Required**

*(Specify what the employee is expected to do to correct the problem.)*

* Improve punctuality and attendance.
* Meet assigned performance targets consistently.
* Follow company policies and reporting procedures.

**Consequences of Further Violations**

Failure to correct this issue or any future violations of company policy may result in additional disciplinary action, up to and including termination of employment.

**Acknowledgment**

I acknowledge that this warning has been discussed with me. My signature does not necessarily indicate agreement with the contents, but confirms that I have received a copy of this notice.

|  |  |  |
| --- | --- | --- |
| Employee Signature: |  | Date: |
| Supervisor/Manager Signature: |  | Date: |
| HR Representative Signature: |  | Date: |

**For HR Use Only**

|  |  |  |
| --- | --- | --- |
| **Follow-Up Review Date** | **Outcome / Notes** | **Follow-Up Review Date** |
| 01/11/2025 | Improved attendance noted | 01/11/2025 |
| 01/12/2025 | No further issues reported | 01/12/2025 |