**Written Warning Form**

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** | Sarah Johnson | **Employee ID** | EMP-1045 |
| **Department** | Marketing | **Job Title:** | Senior Marketing Specialist |
| **Supervisor/Manager:** | David Miller | **Date of Warning:** | 07-Oct-2025 |
| **Previous Warnings (if any):** | ☐ None  ☐ Verbal  ☐ Written  ☐ Final | | |

**Nature of Violation**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Attendance / Tardiness | ☐ Insubordination | ☐ Unsatisfactory Performance | ☐ Violation of Company Policy |
| ☐ Misuse of Company Property | ☐ Harassment / Misconduct | ☐ Safety Violation | ☐ Other (Specify): |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s) of Incident:** |  | **Location of Incident:** |  |

**Description of Incident**

Provide a detailed description of the violation, including specific dates, behaviors, and witnesses (if any):

|  |
| --- |
|  |
|  |

**Previous Counseling or Warnings**

List any prior discussions, verbal warnings, or corrective actions taken regarding similar issues:

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

**Corrective Action Required**

Explain the expectations for improvement, actions the employee must take, and timelines for compliance:

|  |
| --- |
|  |
|  |

**Deadline for Improvement:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

**Consequences of Non-Compliance**

Failure to correct this behavior or meet performance expectations may result in further disciplinary action, up to and including **termination of employment**.

**Acknowledgment**

I acknowledge that I have received this written warning. My signature does not necessarily indicate agreement with the content but confirms that I have read and understood it.

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

**For HR Use Only**

|  |  |
| --- | --- |
| **Field** | **Details** |
| **Action Follow-Up Date:** | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ |
| **Status:** | ☐ Resolved  ☐ Unresolved  ☐ Escalated |