**Employee Warning Notice**

**Company Name**

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** |  | **Phone:** |  |
| **Email:** |  | **Date:** |  |

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Designation/Position:** |  |
| **Department:** |  | **Employee ID:** |  |

**Type of Warning**

(Select one)

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

**Reason for Warning** (Select the relevant option or write your own)

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Unprofessional behavior | ☐ Misconduct | ☐ Poor performance | ☐ Policy violation |
| ☐ Absenteeism / Tardiness | ☐ Failure to follow instructions | ☐ Insubordination | **Other:** |

**Description of Incident**

(Explain what happened, including date, time, and details)

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|  |

**Previous Warnings Issued (if any)**

|  |  |  |  |
| --- | --- | --- | --- |
| Verbal Warning: | ☐ Yes ☐ No | Date: |  |
| Written Warning: | ☐ Yes ☐ No | Date: |  |
| Final Warning: | ☐ Yes ☐ No | Date: |  |

**Required Actions / Improvement Plan**

(Describe what the employee must improve)

|  |
| --- |
|  |
|  |

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

**Consequences of Not Improving**

(Select all that apply)

* ☐ Additional disciplinary action
* ☐ Suspension
* ☐ Demotion
* ☐ Termination of employment
* ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acknowledgement**

I acknowledge that I have received and reviewed this warning notice.

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