**Written Warning Form**

**Company Name:** ABC Corporation  
**Address:** 123 Business Street, Karachi, Pakistan  
**Phone:** +92-300-1234567  
**Email:** hr@abccorp.com

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Designation:** |  |
| **Department:** |  | **Employee ID:** |  |
| **Supervisor/Manager:** |  | **Date of Warning:** |  |

**Reason for Written Warning**

*(Select or describe the issue)*

* ☐ Unprofessional behavior
* ☐ Misconduct
* ☐ Violation of company policies
* ☐ Poor performance
* ☐ Attendance/late arrival issues
* ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Detailed Description of Incident/Behavior:**

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| --- |
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**Previous Warnings (if any)**

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| --- | --- | --- | --- |
| Verbal Warning Issued On: |  | Previous Written Warning Date: |  |
| Notes: |  | | |

**Expected Improvement**

Please describe the behavior or performance expected from the employee.

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**Consequences if Behavior Continues**

* ☐ Additional written warning
* ☐ Suspension
* ☐ Deduction/penalty as per company policy
* ☐ Termination of employment
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acknowledgment**

I understand the contents of this written warning and acknowledge receiving it.

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