

Disciplinary Warning

Employee Name:	SS#	Client ID	Unit #
Incident date:	Warning date:	Prior Warning date:	
Reason for Warning			
<u>Rules</u> <input type="checkbox"/> Violation of Work Rules <input type="checkbox"/> Violation of Company Policy <input type="checkbox"/> Violation of Safety Rules <input type="checkbox"/> Other _____		<u>Attendance</u> <input type="checkbox"/> Excessive Absence <input type="checkbox"/> Excessive Tardiness <input type="checkbox"/> Leaving Early <input type="checkbox"/> Other _____	
Type of Warning			
<input type="checkbox"/> Verbal Warning <input type="checkbox"/> First Written Warning <input type="checkbox"/> Second Written Warning <input type="checkbox"/> Final Written Warning			
Supervisor Comments:			
Employee Comments:			

I understand similar violation of company policy will be cause for further disciplinary action up to and including termination and that my employment continues to be at-will whereby I may resign at any time and my employer may end my employment at any time.

Employee Signature

Date

Supervisor's Signature

Date