# Employee Written Warning

Current Date:

# [ ]  First warning, date:       [ ]  Second warning, date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       |  |       |  |       |
| *Employee Name* |  | *Employee Title* |  | *Department* |

# Reason for warning:

Corrections/Improvements needed:

The date corrections/improvements are to be made by:

|  |  |  |  |
| --- | --- | --- | --- |
| Occurrence of misconduct/performance issue: |       |  |       |
|  | *Date* |  | *Time* |

# Supervisor signature:

I met with the above stated employee and discussed the problem(s) related to this warning and the corrections and/or improvements to be made by the above noted date.

# Employee signature:

*Supervisor* *Date*

My supervisor discussed with me the problem(s) related to this warning and the corrections and/or improvements I need to make by the above noted date.

*Employee* *Date*