

Employee Verbal or Written Warning

Employee Name: _____ **Date of Notice:** _____

Company Name: _____

Type of Notice:

Verbal Warning Written Warning

Reason (Detail of employee's infraction(s); dates of infraction(s); describe desired work performance/standards; indicate next steps):

Acknowledgement

My supervisor has met with me and reasonably addressed areas of concern regarding my work performance. I understand that any future infractions of work performance, including a repeat of the above referenced concerns, may result in further disciplinary action, up to and including termination of my employment. Your signature is requested below.

Employee Signature

Date

I have met and reviewed this warning notice with the employee.

Manager / Supervisor Signature

Date