**EMPLOYEE WARNING REPORT**

 Date of

Employee’s Name Warning Dept. Shift

 Clock or

 Payroll No.



 □ Attendance □ Carelessness □ Disobedience Violation: Date 

 □ Safety □ Tardiness □ Work Quality

 □ Other Violation: Time a.m./p.m.

 Place Violation Occurred

| **Company Statement** | **Employee Statement**Check Proper Box□ I concur with the Company’s statement.□ I disagree with the Company’s statement for the following reasons:I have entered my statement of the above matter.Employee’s Signature Date  |
| --- | --- |
| **Warning Decision**Approved By  Name Title Date |

| **List All Previous Warnings Below**When Warned and By Whom | **I have read this “warning decision” and understand it.** Employee’s Signature Date Signature of person who prepared warning Title Date Supervisor’s Signature Date**Copy Distribution**□ Employee □ Supervisor □ Foreman□ Personnel Dept. □ Union Rep. |
| --- | --- |
| Previous Warning: | 1st Warning |
| DateVerbalWritten |     |
| Previous Warning: | 2nd Warning |
| DateVerbalWritten |     |
| Previous Warning: | 3rd Warning |
| DateVerbalWritten |     |

IREMFIRST Disclaimer Statement

**DISCLAIMER:** These sample forms and agreements are not endorsed by BRP Education™. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.