

# Written Warning Notice

Employee Name

Department

Date

Supervisor/Manager

Reason for Warning

Description of Incident/Behavior

Previous Verbal or Written Warnings (if any)

Expected Improvement/Corrective Action Required

Consequences of Further Violations

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Employee Signature      Date

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Manager/Supervisor Signature      Date

*Employee acknowledgment of receipt does not necessarily indicate agreement with the notice. Please return a signed copy to Human Resources for your records.*

