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| Employee Name:  | Position:       |
| Mgr/Supv:       | Facility:       |
| Today’s Date:       | Date of Incident:       |
| Describe the Incident:       |
| Dates of other warnings/Conversations                         |
| **Type of Violation**[ ]  Attendance [ ]  Safety Violation[ ] Disruptive Behavior [ ]  Tardiness or Early Exit[ ]  Failure to Follow Instructions [ ]  Violation of Company Policy      [ ] Performance [ ]  Other      Disciplinary Action:[ ]  Verbal Warning [ ]  1st Written [ ]  2nd Written [ ]  Dismissal Last Day Worked      Corrective Action: Probation Period:Dates:       to       Attach Improvement Plan |
| What action will be taken if the violation/behavior continues:Employee Statement |
| [ ]  **I have read this warning and it has been explained to me.**  Employee Signature Date Supervisor/Manager Issuing Warning Date Employee Name Printed Date Witness Signature Date |