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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 DateEmployee Name Printed Date Witness Signature Date | |