

# Employee Warning Notice Form

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee ID (if applicable): \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_

## Type of Warning:

- ☐ Verbal Warning
- ☐ Written Warning
- ☐ Final Warning

## Description of Violation:

On \_\_\_\_\_, it was observed that you were not in compliance with the company dress code policy. Specifically, the following was noted:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Refer to the Employee Handbook for detailed dress code requirements.

## Previous Related Warnings (if any):

- Date: \_\_\_\_\_ Description: \_\_\_\_\_
- Date: \_\_\_\_\_ Description: \_\_\_\_\_

## Corrective Action Required:

- Comply with all aspects of the company's dress code effective immediately.
- Failure to comply with the dress code in the future may result in additional disciplinary action, up to and including termination of employment.
- Other (specify): \_\_\_\_\_

## Employee Comments:

\_\_\_\_\_  
\_\_\_\_\_

Employee Signature	Manager/Supervisor Signature	Date

**Note:** Employee's signature does not necessarily indicate agreement with this warning, only acknowledgement of receipt.