

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.