

Employee Warning Notice Form

This **employee warning notice form** sample is designed to document instances of misconduct effectively. It helps ensure clear communication of the issues and consequences to the employee. Utilizing this form aids in maintaining a consistent and fair disciplinary process.

Employee Name			
Employee ID			
Department			
Supervisor/Manager			
Date of Warning			
Type of Warning	<input type="checkbox"/> Verbal <input type="checkbox"/> Written <input type="checkbox"/> Final Warning		

Description of Misconduct:**Details of Incident(s):****Previous Warnings or Disciplinary Actions (if any):****Action Plan/Expected Improvement:****Consequences if Misconduct Continues:****Employee Comments:****Signatures:**

Employee Signature		Date	
Supervisor/Manager Signature		Date	

HR Representative Signature		Date	
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Note: Employee signature does not necessarily indicate agreement with this warning, only that the contents have been discussed.