

Employee Warning Notice Form — Poor Performance

This **Employee warning notice form** sample is designed to address issues related to poor performance effectively. It helps employers document performance concerns clearly, ensuring a formal record for improvement discussions. Utilizing this form supports transparent communication and structured employee development.

Employee Information		
Name:		Department:
Position:		Manager/Supervisor:
Date of Issue:		Employee ID:
Type of Warning		
<input type="checkbox"/> Verbal <input type="checkbox"/> Written <input type="checkbox"/> Final		
Description of Poor Performance		
Previous Discussions or Actions Taken (if any)		
Expected Improvements/Action Plan		
Consequences if Performance Does Not Improve		
Employee Signature: _____	Date: _____	
Manager/Supervisor Signature: _____	Date: _____	

Note: Employee signature does not necessarily indicate agreement with the warning, only that the notice has been received and discussed.