

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.