

## Employee Warning Report

Employees who receive this warning report are officially notified that they have violated one or more of \_\_\_\_\_ [COMPANY NAME] company rules and/or standards of employee conduct. Further violation(s) may result in further discipline, possibly including termination of employment.

Employee name:	
Date:	
Warning report written by:	
Date/Time of violation:	
<b>Violation:</b> <input type="checkbox"/> Unauthorized absence from work <input type="checkbox"/> Tardiness <input type="checkbox"/> Unsafe behavior <input type="checkbox"/> Poor work quality <input type="checkbox"/> Leaving early <input type="checkbox"/> Substance abuse at work <input type="checkbox"/> Disobedience <input type="checkbox"/> Threatening or engaging in violence <input type="checkbox"/> Willful damage to equipment/material <input type="checkbox"/> Other: _____	
<b>Employer's statement:</b>          	
<b>Employee's statement:</b> <input type="checkbox"/> I agree with the Employer's statement <input type="checkbox"/> I do not agree with the Employer's statement, for the following reason(s):          	

