



HART Mechanical, Inc.

Plumbing, Fire Protection, and
HVAC Services

List the type of warning (if you have Adobe Acrobat use the drop down box) choose from the following types of warnings:
First Verbal
Second Verbal
First Written
Second Written
Remember to contact the Payroll Dept. to find out which warning to give the employee.

Type of Warning:

Employee:

Date of Warning:

Reason:

Reason for Warning:

Complete this section with specific details of incident.

Handbook Policies Affected:

Corrective Action:

Employee's Signature:

Date:

Manager's Signature:

Date:

Witness's Signature:

Date:

In this section list the reason for the warning (again if you have Adobe Acrobat use the drop down box) here are you options:
Excessive Absenteeism
Excessive Tardiness
Failure to Report Absence
Failure to Report Absence Timely
Failure to Report Tardiness
Insubordination

**Please review the attached documents.*

***This will be kept in your permanent employee file.*