



Type of Warning:

Employee: _____

Date of Warning: _____

Reason:

Reason for Warning:

Handbook Policies Affected:

Corrective Action:

Employee's Signature: _____

Date: _____

Manager's Signature: _____

Date: _____

Witness's Signature: _____

Date: _____

**Please review the attached documents.*

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