

EMPLOYEE WARNING NOTICE

DISCIPLINARY DOCUMENTATION

1. Employer Information

Company legal name: _____ [Full legal name of employer]

Business address: _____ [Street, city, state, ZIP]

Department / Location: _____ [Department and work location]

Prepared by (name and title): _____ [Name and job title]

Date prepared: _____ [MM/DD/YYYY]

2. Employee Information

Employee full name: _____ [Employee legal name]

Employee ID (if applicable): _____ [Employee ID]

Job title: _____ [Employee job title]

Manager / Supervisor: _____ [Supervisor name and title]

Employment status: _____ [Select one: Full-time / Part-time / Temporary / Other]

3. Type of Write-Up

Action type: _____ [Select one: Verbal warning (documented) / Written warning / Final written warning / Other]

This write-up is: _____ [Select one: First notice / Second notice / Final notice / Other]

Effective date of notice: _____ [MM/DD/YYYY]

4. Reason for Write-Up

Category: _____ [Select one: Attendance / Tardiness / Performance / Conduct / Policy violation / Safety / Harassment/Discrimination concern / Insubordination / Other]

Specific reason (brief description): _____ [Brief neutral description of the issue]

5. Incident Details

Date(s) of incident(s): _____ [MM/DD/YYYY or date range]

Time(s): _____ [Time(s) and time zone if relevant]

Location(s): _____ [Worksite/department/remote/other]

Individuals involved (if any): _____ [Names and roles]

Witnesses (if any): _____ [Names and roles]

Detailed factual summary:

_____ [Objective description of what occurred, including relevant dates, times, and actions; avoid opinions]

6. Applicable Policy / Standard

Policy / standard referenced: _____ [Name of company policy/handbook section or standard]

Policy provision (if applicable): _____ [Section number or short reference]

How the conduct/performance did not meet expectations:

_____ [Neutral explanation of expectations and the gap]

7. Prior Coaching or Related Actions (if any)

Previous discussion(s) date(s): _____ [MM/DD/YYYY or "N/A"]

Prior documentation (if any): _____ [Select one: None / Coaching note / Prior warning / Other]

Summary of prior steps taken:

_____ [Brief summary or "N/A"]

8. Employee Response

Employee statement (optional):

_____ [Employee may provide their statement here]

If employee declines to provide a statement: _____ [Select one: Employee declined / Not applicable]

9. Corrective Action Required

Required improvement(s):

_____ [Specific expectations for improvement]

Action steps / support to be provided by employer (if any):

_____ [Training, resources, schedule adjustments, etc., or "N/A"]

Measurement criteria:

_____ [How improvement will be evaluated]

Timeline / review dates: _____ [Dates for follow-up and review]

Additional conditions (if any):

_____ [Any additional conditions or “N/A”]

10. Consequences of Continued Issues

If performance/conduct does not improve or if further violations occur, the employer may take additional action, up to and including:

_____ [Select one or list options: Further discipline / Suspension / Termination / Other]

Notes (optional):

_____ [Additional neutral notes, if needed]

11. Acknowledgment

Employee acknowledgment:

I acknowledge that I have received this notice and that it has been reviewed with me. I understand that my signature does not necessarily indicate agreement with the contents.

Employee signature:

Employee printed name: _____ [Employee full name]

Date: _____ [MM/DD/YYYY]

Supervisor/Manager acknowledgment:

Supervisor/Manager signature:

Supervisor/Manager printed name: _____ [Full name]

Title: _____ [Job title]

Date: _____ [MM/DD/YYYY]

HR/People Ops review (if applicable):

HR representative signature:

HR representative printed name: _____ [Full name]

Title: _____ [Job title]

Date: _____ [MM/DD/YYYY]

Method of delivery: _____ [Select one: In-person / Email / Certified mail / Other]

Date delivered: _____ [MM/DD/YYYY]

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