

# Employee Warning Report

*CONFIDENTIAL*

Name: \_\_\_\_\_ Soc Sec #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Client Company: \_\_\_\_\_ Violation Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Violation:**

- ◆ Alcohol / Drug Abuse
- ◆ Attendance
- ◆ Attitude
- ◆ Carelessness
- ◆ Conduct
- ◆ Fighting
- ◆ Insubordination
- ◆ Personal Work
- ◆ Quality of Work
- ◆ Safety
- ◆ Tardiness
- ◆ Work Rules
- ◆ Other

**Company Statement:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (use additional sheets if necessary)

**Employee Statement:**

- I agree with the company statement.
- I do not agree with the company statement.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (use additional sheets if necessary)

\_\_\_\_\_  
Employee Signature  
Indicates receipt of Written Warning

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date