# Employee Warning Notice

*This document serves as an official written warning to an employee regarding their conduct or performance. It outlines the specific concern(s), required improvements, and potential consequences if the issue is not resolved.*

## Employee Information

|  |  |
| --- | --- |
| **Employee Name:** | {employeeName} |
| **Employee ID:** | {employeeId} |
| **Department:** | {department} |
| **Position:** | {position} |
| **Supervisor:** | {supervisorName} |
| **Date of Notice:** | {noticeDate} |

## Type of Warning

* **{warningType}**

## Description of the Issue

{issueDescription}

## Event(s) Leading to This Warning

{eventDetails}

## Policy or Expectation Violated

{policyViolated}

## Corrective Actions Required

{correctiveActions}

## Timeline for Improvement

{improvementTimeline}

## Consequences of Not Improving

{consequences}

## Previous Warnings or Actions

{#hasPreviousWarnings}

* {previousWarnings}

{/hasPreviousWarnings}

{^hasPreviousWarnings}*No prior warnings on record.*{/hasPreviousWarnings}

## Employee Comments

{employeeComments}

## Acknowledgement

By signing this notice, the employee acknowledges receipt of this document and understands its contents. Signing does not necessarily indicate agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** | {employeeSignatureDate} |
| **Supervisor Signature:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** | {supervisorSignatureDate} |
| **HR Representative Signature:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** | {hrSignatureDate} |