



**Human Resources**

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**WARNING FORM**

DATE: \_\_\_\_\_

NAME OF EMPLOYEE

TITLE

THIS IS TO BRING TO YOUR ATTENTION A PROBLEM RELATED  
TO YOUR POSITION AND PERFORMANCE.

CHECK ONE:

EXPLANATION:

- ATTENDANCE \_\_\_\_\_
- QUALITY OF WORK \_\_\_\_\_
- QUANTITY OF WORK \_\_\_\_\_
- LATENESS \_\_\_\_\_
- OTHER \_\_\_\_\_

HAS EMPLOYEE BEEN WARNED BEFORE OF THIS OFFENSE: YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, how: Spoken \_\_\_\_\_ Written \_\_\_\_\_ By Whom \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_

Supervisor \_\_\_\_\_

Received by  
Employee \_\_\_\_\_

Signature

Signature

Name (Print)

Name (Print)

Date

Date