

Employee Warning Record



Employee Name: _____

Department: _____

Date Issue: _____

Position: _____

Type of Warning: Verbal Written Final Warning Suspension

Violation Type: Frequent lateness/absence Breaching the Company's code of conduct
 Negligence and misbehavior Unauthorized leaves Poor performance
 Insubordination
 Violation of social media policy
 Workplace violence or harassment

Other: _____

Details of Incident	
Corrective Action Plan	
Follow-up Review Day	
Consequences if Issue Persists	
Employee Comment	

Manager Signature: _____

Employee Signature: _____

Date: _____

Date: _____