



If Water Runs Through It.... We Do It!!

Employee Warning Notice

The purpose of this warning is to bring to your attention the ongoing deficiencies with your conduct/performance. The intent is to define for you the seriousness of the situation so that you may take immediate corrective action.

Employee Name:

Department:

Date:

Manager:

Job Title:

Employee ID:

Type of Offenses

- Tardiness
- Attendance
- Performance
- Policy Violation
- Safety Violation
- Rudeness
- Other:

Description of Infraction:

_____ Employee Initials

_____ Manager's Initials

_____ Witness Initials

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Corrective Action

- Warning
- Suspension Period:
- Performance Improvement Plan
- Termination
- Probationary Period:
- Other:

Employee Acknowledgment and Response

- I understand and agree to adhere to the corrective action above. I agree that if another instance of this problem occurs during an outlined probationary period, Mike Scott Plumbing can take all necessary actions in response including termination of my employment.
- I do not wish to include a written response.
- My written response is below. (Continue on back if additional space is needed)

Employee's signature on this document is acknowledgement that this matter and corrective action has been discussed with him/her and the employee reviewed it prior to its placement in their personnel file.

Employee Signature Date

Manager Signature Date

Witness Signature (if employee understands warning but refuses to sign) Date

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