



**WARNING NOTICE**

**Employee:**

**Date:**

1. I have made the following specific observations of your conduct or work performance:
  
  
  
  
  
  
  
  
  
  
2. Immediate and sustained compliance with the following standards or policies is expected:
  
  
  
  
  
  
  
  
  
  
3. These standards are important because of the following impact on the work environment:
  
  
  
  
  
  
  
  
  
  
4. If you fail to comply with this Warning Notice, or if you have other conduct violations or performance problems, you may be subject to immediate dismissal from employment. I sincerely hope it will not come to that, but you must understand that you have arrived at this point by your own actions, and it is only by compliance with our standards and policies that you will be able to remain employed.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

- I acknowledge that I have a right to state my version on this form at any time.**
- I understand that my signature only means that I have seen this warning and had it explained to me.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date