

# Disciplinary Warning

Employee Name \_\_\_\_\_

SS# \_\_\_\_\_

Incident Date \_\_\_\_\_

Warning Date \_\_\_\_\_

Prior Warning Date \_\_\_\_\_

## Reason for Warning

### Rules

- Violation of Work Rules
- Violation of Company Policy
- Violation of Safety Rules
- Other \_\_\_\_\_

### Attendance

- Excessive Absence
- Excessive Tardiness or Leaving Early
- Other \_\_\_\_\_

## Type of Warning

- Verbal Warning
- First Written Warning
- Second Written Warning
- Final Written Warning

## Supervisor Comments

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## Employee Comments

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## Signatures

I understand similar violation of company policy will be cause for further discipline up to and including termination and that my employment continues to be at-will whereby I may resign at any time and Partners may end my employment at any time.

**Employee** \_\_\_\_\_

**Date** \_\_\_\_\_

**Supervisor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Manager** \_\_\_\_\_

**Date** \_\_\_\_\_

**Partners H R Co.** \_\_\_\_\_

**Date** \_\_\_\_\_