

WARNING NOTICE

Warning # _____

Date: _____

Employee's Name _____ SSN _____

Last Warning Date _____ Occupation _____

Job# _____ Job Name _____

Job Address _____ City _____ State _____

Reason for Warning:

Poor work performance ____ Tardiness ____ Absent oExplain the circumstances of this
warning: _____

A THIRD WARNING WILL RESULT IN IMMEDIATE DISMISSAL. If employee is working on an out of town project, means will be provided for employee to return to home town.

Employee Name _____ Phone # (____) _____

Address _____ City _____ State _____ Zip code _____

Employee Signature

Date

I certify that the above employee has been warned and the information furnished heron is true and correct. A copy of this report has been handed or mailed to the employee and the original will remain a part of his/her employee file.

Signature of Representative

Title

Date



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