



[Company Logo Delete or Replace]

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Template for issuing employee warning notices

This template can be useful when issuing a notice. You can adapt this basic template to meet your unique requirements:

[Company name]

[Date]

[Employee's full name and job title]

This serves as a formal written warning for [employee's infraction, either a violation or underperformance]. Your following behaviour does not comply with company policy:

1. [Infraction committed by the employee with an explanation of how this violates company policy]
2. [Infraction #2 with explanation (in case of multiple infractions)]

A verbal warning was issued to you on [date], after which no improvements were observed in your behaviour, leading to the issuing of this notice.

[Company name] values you as an employee and would like to work with you in making the necessary changes to meet company standards. However, if [employee's infraction] doesn't improve, the next step is [next step].

[Supervisor's signature]

Acknowledgement:

I acknowledge that I have received this letter and that I am willing to make the necessary changes to comply with the rules and policies of the company.

[Signature of the employee]

Example of Employee Warning Notice

Here is an example of an employee warning notice you can use to guide your own:

Carology Parts

2021-07-17

Employee: Edwin James, Service Tech



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This serves as a formal notice for a violation of our company's timeliness policy. On 2021-07-01 and 2021-07-15, you clocked in to work at 8:35 a.m. and 8:50 a.m., which was a significant time later than your start time on both days of 7 a.m. You already received a verbal warning on 2021-06-01 for your timeliness. If this behaviour continues, the company will issue a final warning, which may later result in a termination of employment if there's no improvement.

Dmitri Battle, Service Supervisor

Acknowledgement:

I acknowledge that I have received this letter and that I am willing to make the necessary changes to comply with the rules and policies of the company.

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