

EMPLOYEE WARNING REPORT

Employee's Name _____ Job Title _____ Date _____

Property Name _____

- Type of Violation
- Attendance
 - Carelessness
 - Disobedience
 - Safety
 - Tardiness
 - Work Quality
 - Other _____
- _____
- _____

W
A
R
N
I
N
G

Violation: Date _____

Violation: Time _____ a.m./p.m.

Place Violation Occurred _____

<p>Company Statement</p>	<p style="text-align: center;">Employee Statement</p> <p>Check Proper Box</p> <ul style="list-style-type: none"> <input type="checkbox"/> I concur with the Company's statement. <input type="checkbox"/> I disagree with the Company's statement for the following reasons: <p>I have entered my statement of the above matter.</p> <p>Employee's Signature _____ Date _____</p>
<p>Warning Decision</p>	
<p>Approved By _____</p> <p style="text-align: center;">Name _____ Title _____ Date _____</p>	

I have read this "warning decision" and understand it.

Employee Print and Sign Date

Signature of person who prepared warning Title Date

Supervisor's Signature Date

Copy Distribution

- Employee
- Supervisor
- Regional Manager
- Personnel Dept.

Equal Housing Opportunity

