

Documentation of Verbal Warning

Employee Name _____ Date of Warning _____

Branch _____ Dept. _____ Shift _____

Attendance		Carelessness		Insubordination	
Lateness/Early Quit		Failure to follow instructions		Violation of Safety Rules	
Rudeness to Employees/Customers		Willful Damage to material/equipment		Working on personal matters	
Unsatisfactory Work Quality		Violation of company rules or procedures		Other	

Employer Statement

Date of Incident: _____ Time of Incident: _____

Employee Statement

I agree with the Employer's Statement I disagree with the Employer's Statement. The reasons are:

Consequence should the incident occur again: Further discipline, up to and including discharge.

I have read this *Documentation of Verbal Warning* and I understand it.

EMPLOYEE SIGNATURE DATE SUPERVISOR SIGNATURE DATE