

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

Employee Comments

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 _____