

Written Warning / Disciplinary Notice

WRITTEN WARNING / DISCIPLINARY NOTICE

Confidential — retain in personnel file

- **Employee:** [EMPLOYEE NAME] | **Job title:** [JOB TITLE] | **Department:** [DEPARTMENT]
- **Manager:** [MANAGER NAME]
- **Date of warning:** [DATE]
- **Warning level:** ☐ First written warning ☐ Second written warning ☐ Final written warning

Incident description

- **Date(s) of incident:** [DATES]
- **Location:** [LOCATION]
- **What happened:** [FACTUAL DESCRIPTION — who, what, when, where. Attach statements if applicable.]
- **Witnesses (if any):** [NAMES]

Policy or expectation violated

[REFERENCE THE SPECIFIC POLICY, HANDBOOK SECTION, OR PRIOR EXPECTATION — e.g. Handbook §4.2 Attendance; PIP dated (date).]

Prior related actions

☐ None ☐ Verbal counseling on [DATE] ☐ Prior written warning(s) on [DATES]

Corrective expectations

[STATE EXACTLY WHAT MUST CHANGE, BY WHEN, AND HOW COMPLIANCE WILL BE MEASURED.]

Consequences

Further violations may result in additional disciplinary action, up to and including termination of employment.

Employee comments (optional)

Acknowledgment

My signature confirms receipt and discussion of this notice. It does not necessarily indicate agreement. Refusal to sign will be noted with a witness present.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Witness (if needed): _____ Date: _____

General template only — not legal advice. Have employment counsel review before use, especially for state-specific requirements. Downloaded from AskHrAI (<https://askhr.ai/forms/written-warning-notice>).