

Employee Name:		Date of Notice:	
Client Name:		EE#	Date of Hire:
TYPE OF VIOLATION			
<input type="checkbox"/> Attendance	<input type="checkbox"/> Willful Damage to Company Property	<input type="checkbox"/> Other:	
<input type="checkbox"/> Tardy/Early Quit	<input type="checkbox"/> Violation of Policies/Procedures	<input type="checkbox"/> Other:	
<input type="checkbox"/> Inappropriate Behavior	<input type="checkbox"/> Insubordination	<input type="checkbox"/> Other:	
<input type="checkbox"/> Unsatisfactory Performance	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	
DESCRIPTION OF VIOLATION			
Date of Incident:		Time:	
EMPLOYEE STATEMENT			
<input type="checkbox"/> I agree with Employer's statement.			
<input type="checkbox"/> I disagree with Employer's description of violation for these reasons:			
ACTIONS TO BE TAKEN			
<input type="checkbox"/> Warning	<input type="checkbox"/> Probation	<input type="checkbox"/> Suspension	<input type="checkbox"/> Discharge
<input type="checkbox"/> Other:			
Consequence should incident occur again:			
I have read and understand this Employee Warning Notice:			
Employee's Name (Print):			
Signature of Employee:		Date:	
Supervisor who issued warning:			
Signature of Supervisor:		Date:	

**PRIORITY BUILDING SERVICES, LLC
EMPLOYEE WARNING NOTICE**