

## Employee Counseling Notice

Please Print

Employee Name: \_\_\_\_\_ Date of Warning \_\_\_/\_\_\_/\_\_\_  
 Employee/ Payroll # \_\_\_\_\_ Department \_\_\_\_\_ Shift \_\_\_\_\_

### Type of Violation

Attendance		Carelessness		Insubordination	
Lateness or Early Quit		Failure to Follow Instructions		Violation of Safety Rules	
Rudeness to Employees or Customers		Willful Damage to Material or Equipment		Working on Personal Matters	
Unsatisfactory Work Quality		Violation of Company Policies or Procedures		Other	

### Previous Warnings

	ORAL	WRITTEN	DATE	BY WHOM
1st. Warning				
2nd. Warning				
3rd. Warning				

### Employer Statement

Date of Incident \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Employee Statement

I have read the Employer's statement.  
 I disagree with Employer's description  
 of violation for these reasons:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

### Action to be Taken

Warning    Probation    Suspension    Dismissal    Other

Consequences should incident occur again \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I have read this Employee Counseling Notice and understand it.**

\_\_\_\_\_  
 SIGNATURE OF EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE OF SUPERVISOR WHO ISSUED NOTICE \_\_\_\_\_ DATE \_\_\_\_\_

Routing \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_