



**DISCIPLINARY WARNING**

Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Incident Date: \_\_\_\_\_ Warning Date: \_\_\_\_\_

Prior Warning Date (if applicable): \_\_\_\_\_

**Reason for Warning**

**Rules**

- Violation of Work Rules
- Violation of Company Policy
- Violation of Safety Rules
- Other (description)

\_\_\_\_\_

**Attendance**

- Excessive Absence
- Excessive Tardiness or Leaving Early
- Other (description)

\_\_\_\_\_

**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 HR Co.: \_\_\_\_\_

Date: \_\_\_\_\_