



# Employee Warning Report

(Circle One)

Verbal / First / Second / Final

Name of Employee: \_\_\_\_\_ Position: \_\_\_\_\_

Yard / Work Location: \_\_\_\_\_ Date: \_\_\_\_\_

Details of Warning: \_\_\_\_\_

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Employee's Comments: \_\_\_\_\_

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I understand that my signature on this form does not necessarily mean that I agree that I did anything wrong, but rather only that I have seen this warning and have had it explained to me.

Signed by Employee: \_\_\_\_\_  
PRINTED NAME SIGNED NAME DATE

Warning issued by: \_\_\_\_\_  
PRINTED NAME SIGNED NAME DATE

Penalty Issued: \_\_\_\_\_

Should the Employee refuse to sign receipt of this Written Warning, the undersigned witnesses shall testify to the fact that the Employee received the warning.

(1) Name: \_\_\_\_\_

(2) Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Additional Comments: \_\_\_\_\_

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