



## Employee Warning

Center Name \_\_\_\_\_

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

Manager \_\_\_\_\_ Dept \_\_\_\_\_

Type of Warning \_\_\_\_\_ Verbal \_\_\_\_\_ Written

**Is this the first warning provided to the employee?**

**If not, please review when previous warnings were provided and for what reason(s).**

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| Reason for Warning |
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| Corrective Action Required |
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Employee Comments

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Signatures

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director  
Physicians Endoscopy

\_\_\_\_\_  
Date

The purpose of an employee warning is to inform an employee of issues that have come about that are impacting the employee's performance. Employees are not expected to agree with the warning, but are required to sign the warning. By signing, the employee acknowledges that the manager reviewed the warning with the employee and he/she understands why the warning was provided. The employee may make comments directly on the warning form and a section has been provided for employee comments.