



2101 North 9th Avenue  
Pensacola, FL 32503  
Phone (850) 434-6708 - Fax (850) 432-5724

## Employee Warning Report

Must be completed at the time of employee warning and sent to our office.

Company Name: \_\_\_\_\_

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

Employee SS#: \_\_\_\_\_ Warning Date: \_\_\_\_\_

Type of Violation:

\_\_\_\_\_ Attendance      \_\_\_\_\_ Carelessness      \_\_\_\_\_ Disobedience

\_\_\_\_\_ Safety      \_\_\_\_\_ Tardiness      \_\_\_\_\_ Work Quality

\_\_\_\_\_ Other

Comments:

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to: \_\_\_\_\_ Employee \_\_\_\_\_ Employee File