

TL NEXLEVEL, LLC

Employee Warning Notice

Employee Name:		Date of Warning	
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Employee Number:		Department:		Shift:	
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Type of Violation

Attendance/late/leave early		Carelessness		Insubordination	
Work Performance		Failure to Follow Instructions		Violation of Safety Rules	
Rudeness to Employee/ Customers		Willful Damage Material/Equipment		Working of Personal Matters	

Previous Warnings

	VERBAL	WRITTEN	DATE	BY WHOM
1st Warning				
2nd Warning				
3rd Warning				

Date of Incident	Time –(list a.m. p.m.)		I Agree with Employer’s Statement.
			I Disagree with Employer’s description of violation.

Employers Statement	Employees Statement
	The reasons are:

Action to be taken

	Warning		Probation		Suspension		Dismissal		Other
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Consequence should incident occur again:

I have read this Employee Warning Notice and understand it.

Signature of Employee Date Signature of Supervisor Who Issued the Warning- Date

cc: Employee File