

Employee Name		Hire Date	
Store #		Job Title	
Warning Date		Previous Warning Date	
Nature of Incident (Check all that apply):			
Tardiness / Absente	eism Guest Co	urtesy	Policy Breach
Language	Substand	ard Quality of Work	Insubordination
Uncooperative	Conduct		Damaged Equipment
Food Safety	Carelessr	ness	Other
The Above Incident(s) Occurred (List the time & date) at: AM / PM on/			
This is the: First Warr	ning Second	Warning Thirc	Warning
This Warning Has Led to Termination (Circle one): YES NO			
Employer's Remarks (Be as specific as possible):			
Corrective Action to be Taken:			
Employee's Remarks: The absence of any statement on the part of the team member indicates his/her agreement with the report as stated.			
I have entered my version of the matter above. I hereby acknowledge that I have read and understand the contents, both verbal and written, of this warning with regard to my job performance. The above will be made part of my record, as of this date.			
Employee's Signature		Date	//
Manager's Signature		Date	//
Owner's Signature		Date	//

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