

Notice of Warning or Termination

Employee:

Employer:

1. Choose reason for warning or termination

Voluntary

Found Other Job
Family Problem/Obligation
General Dissatisfaction
Illness
Insufficient Pay
Relocation
Quit – No Apparent Cause
Other

Involuntary

Lack of Work
Continually Tired or Slow
Found Unqualified After Hire
Under Influence of Drugs/Alcohol
Fraternizing with Customers
Caused Friction Among Employees
Disregarded Terms of Employment
Discourteous to Customers
Continually Late or Absent
Made False Statements
Belligerent to Owner/Manager
Suspected Theft
Poor Hygiene
Refused New Hours
Refused New Job Responsibilities
Other

2. Employer Signature: _____ Date:

Witness Signature: _____ Date:

Employee Signature: _____ Date:

3. Copy 1 – Employer
Copy 2 – Employee