

**Formal Warning Template**

Team Member Name \_\_\_\_\_

Date of Warning \_\_\_\_\_ Date of Incident \_\_\_\_\_ Time \_\_\_\_\_

**Description of incident:**

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**Team member statement:**

I agree \_\_\_\_\_ disagree \_\_\_\_\_ with the above statement and/or description. If there is disagreement, description of event from team member viewpoint:

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Action: \_\_\_\_\_ Warning  
          \_\_\_\_\_ Probation  
          \_\_\_\_\_ Suspension

**Should a similar incident occur, the team member will be:**

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\_\_\_\_\_  
Employer Signature                      Date

\_\_\_\_\_  
Team Member Signature                      Date