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| <input type="checkbox"/> Delavan Ford | <input type="checkbox"/> Mt. Carroll | <input type="checkbox"/> Oregon | <input type="checkbox"/> Monmouth |
| <input type="checkbox"/> Delavan Chevy | <input type="checkbox"/> Macomb | <input type="checkbox"/> Morrison | <input type="checkbox"/> Stoughton |
| <input type="checkbox"/> Elkhorn GM | <input type="checkbox"/> Sterling Ford | <input type="checkbox"/> Q- Honda | <input type="checkbox"/> Woodstock |
| <input type="checkbox"/> Elkhorn CDJR | <input type="checkbox"/> Sterling CDJR | <input type="checkbox"/> Q - Hyundai | <input type="checkbox"/> Kunes Mgmt. |
| <input type="checkbox"/> Antioch | | | |

Employee Warning Notice

Employee Information

Employee Name: _____ Date: _____
Employee ID: _____ Job Title: _____
Manager: _____ Department: _____

Type of Warning

☐ First Warning ☐ Second Warning ☐ Final Warning

Type of Offense

☐ Tardiness/Leaving Early ☐ Absenteeism ☐ Violation of Company Policies
☐ Substandard Work ☐ Violation of Safety Rules ☐ Rudeness to Customers/Coworkers
☐ Other: _____

Details

Description of Infraction:

Plan for Improvement:

Consequences of Further Infractions:

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature

Date

Manager Signature

Date

Witness Signature (if employee understands warning but refuses to sign)

Date