



Employee Warning Form

Developed by Easy HR Pty Ltd (ABN 67 100 061 747)

<http://www.easyhr.com.au>

Employee's Name:
Surname First Name

Incident reported by: Date of incident:

Warning prepared by:

Please indicate: Serious Summary Dismissal¹

Will an Action Plan Be Developed²? ☐ Yes ☐ No

Employee Work Area or Work Group:

Employee Position Title:

Date Of Disciplinary Interview:

Persons Present

During Interview:

Checklist

- ☐ Employee Informed that this is a Counselling / Disciplinary interview.
- ☐ Inform employee that a record of this warning will be placed on the employee's personal file.
- ☐ Ask employee whether they would like a witness present. No Yes → Name:

Description of Incident which resulted in the warning:

.....
.....

Performance Standard that would have avoided this warning:

.....
.....

Employee's Acknowledgment of Warning

I understand that this warning notice has been issued against me, and that I am invited to respond in writing to the issues raised in this notice. Response should be made within 24 hours and addressed to the person who prepared this warning.

I understand that failure to respond, or to notify the company of my inability to respond, within the prescribed time limits indicate:

- My acceptance of this warning notice,
- My agreement with the issues raised in this warning notice,
- My acceptance of any reasonable action taken on behalf of the company in relation to this warning.

I acknowledge receipt of a copy of this warning notice.

In addition I understand that this warning will be recorded on my personal file, and that an accumulation of warnings will result in disciplinary action being initiated. Disciplinary action may include an action plan to correct performance deficits. Where multiple warnings have been issued, the company may take steps to terminate my employment. Similarly, I understand that failure to successfully complete any action plan, or a repeat of this warning, may result in the termination of my employment.

.....
Employees Signature³

.....
Witness Signature & Name

.....
Date Signed

¹ Instances of summary dismissal must be referred to Human Resources prior to dismissal.

² The action plan details corrective action that will be taken and the expected performance standards to be achieved.

³ The supervisor should indicate on this form if the employee refuses to sign this form.

Employees Comments and Response⁴:

You should provide a written response in relation to the areas of concern raised above. You should include any factors that you consider **relevant** to the warning.

This image shows a full page of white paper with horizontal dashed lines, typical of primary-ruled notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings present.

.....
Employee's Signature

.....
Witness Signature

⁴Attach additional documentation if necessary.