**Employee Warning Notice**

**Alaska Packaging Lumber**

410 N Sitka Street

Anchorage, AK 99501

(907) 276-3010

(907) 276-3013

|  |  |  |
| --- | --- | --- |
| Staff Member | **Job Title** | **Department** |
| **Supervisor** | **Review Period** | **Date of Evaluation** |

|  |  |  |
| --- | --- | --- |
| **Employee Warning** | | |
| **First Warning** | **Second Warning** | **Final Warning** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Tardiness/Leaving Early** | **Absenteeism** | **Violation Company Policy** | **Performance** |
| **Violation of Safety Rules** | **Rudeness to Customers/Co Workers** | **Other** | |

|  |
| --- |
| **Description of Infraction:** |
| **Plan for Improvement:** |

**Acknowledgement of Receipt**

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** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Witness Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_**