

**HOWARD LEASING**  
6302 Manatee Ave West Suite K  
Bradenton, Fl. 34209  
(941) 761-7704 **Toll Free** 1-866-761-2884 **Fax** (941) 761-7706

**EMPLOYEE WARNING REPORT**

**(Must be completed at the time of employee warning and mailed to our office)**

**Company Name** \_\_\_\_\_

**Employee Name** \_\_\_\_\_

**Employee SS#** \_\_\_\_\_ **Warning Date** \_\_\_\_\_

**Type of Violation (Circle One)**

\_\_\_\_\_ **Attendance**                      \_\_\_\_\_ **Carelessness**                      \_\_\_\_\_ **Disobedience**

\_\_\_\_\_ **Safety**                                      \_\_\_\_\_ **Tardiness**                                      \_\_\_\_\_ **Work Quality**

\_\_\_\_\_ **Other**

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Copy to:** \_\_\_\_\_ **Employee**                      \_\_\_\_\_ **Employee File**