EMPLOYEE WRITTEN WARNING NOTICE REPORT

Employee Name: _____ Position: _____
Location Of Employment: _____
Date incident took place: _____ Today's Date: _____

Reason for warning notice: *(please only check one reason per report, begin new report for each reason/incident)*

- ☐ Employee failed to follow supervisors instructions
- ☐ Employee failed to follow company policy
- ☐ Employee's unauthorized use or removal of company or personal property from premises*(stealing)*
- ☐ Employee's willful destruction of company property or possessions
- ☐ Other, please describe below…

Details of warning notice:_____
_____
_____
_____
_____
_____
_____

☐ Any further violation of company policy will lead to disciplinary action up to and including termination of employment.

X_____ _____
Employee Signature Date

X_____ _____
Manager Signature Date

(Create one copy for employee file on site and one for home office)

Atwells Group Hospitality Management, LLC is a management company organized as a limited liability company, whose sole purpose is managing restaurants and facilitating their needs. There is no unity or commingling of corporate and financial interests among the management company and the managed restaurants. Each managed restaurant is a distinct, separate and independent business entity and enterprise with its own signature cuisine, exemplary quality and culinary experience. Each restaurant is individually owned and has its own fine reputation, personality and style. Enjoy them all.